

Job description

Job title: Project Manager (PMO)
Grade: Dorset Council Grade 12
Job evaluation reference: BA3009
Job family: Business, Policy & Administration

Purpose and impact

1. To manage the successful delivery of the relevant project(s) using the Council's project management methodology and facilitate and manage the development of the business requirements for change.
2. Direct the work of the project team as determined by the project organisation structure.
3. Provide advice and guidance to Project Support Officers to support and develop them in their roles.

Key responsibilities

4. Be responsible for the overall planning, and delivery projects assigned.
5. Define and agree the scope of the project(s) with sponsor and key stakeholders. Ensure projects deliver to agreed scope.
6. Engage with all key parties involved in a project to ensure that effective relationships are developed and sustained throughout the project. Ensure all stakeholders understand and support project objectives and deliverables.
7. Responsible for the presentation of options for approval to address exceptions, on behalf of the project sponsor.
8. Direct, advise and supervise all business and project support employees, contracted staff and suppliers as determined by the project organisation structure, throughout the duration of the project(s), and to liaise with functional managers to ensure that they are aware of their employees' contribution to and progress of the project(s).
9. Mentor Project Officer(s) by providing advice and guidance, to provide support and aid their development.
10. Be proactive in identifying opportunities for improvement in performance across the service and within the team with a particular emphasis on supporting corporate plan objectives, customer satisfaction and reducing cost of and/or more effective and efficient use of resources.
11. Undertake other duties as directed appropriate to the character and general level of responsibility of the post.
12. Use in depth knowledge of best practice project management to support the development of the programme management office and overall success of the council's Transformation Programme.
13. Lead and promote the application and continual development of expertise relevant to the service area in order to improve service efficiency and delivery.
14. Manage resources within the project team(s)/function as directed and according to Council policies and standards including employees, budgets, equipment, suppliers and contractors ensuring that financial and other performance targets are achieved and with due regard to the confidentiality, security and integrity of information held in systems to which the project team(s) has/have access.
15. Plan and drive the continual professional development of the team/function and support the overall workforce planning for the service.
16. Work collaboratively with other service areas across Dorset Council, under the guidance of the appropriate senior staff to support a consistent and whole authority

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approach to the planning and delivery of change and development of appropriate plans and strategies in support of corporate objectives, the capital strategy and the Council's vision.

17. Provide professional advice to the Head of Service and Dorset Council as appropriate on relevant matters.
18. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Other factors

19. Responsible for project budgets and authorising payments in accordance with Project Board direction and project tolerances.
20. Responsibility for resources to fulfil the job purpose, job duties and responsibilities including fixed and variable assets and IT equipment.
21. Office based post with travelling required to deliver services and attend meetings and conferences locally, regionally and nationally as appropriate to the level and post.
22. Prepared to work flexible hours (including weekends) in order to facilitate system implementation and support.
23. Conflicting demands and deadlines are a regular feature of the post, including managing demands made on subordinate staff.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Possess a qualification commensurate with the National Qualification Framework Level 5 (e.g. Honours degree, NVQ L4)
2.	Project management practitioner qualification or equivalent experience
Experience	
3.	Experience of managing projects and project teams to successful delivery to achieve project outcomes and priorities in a variety of contexts
4.	Experience in the application of structured project management and the full project life cycle
5.	Experience of motivating and developing relationships with stakeholders and within project teams to help achieve successful results
Skills, abilities & knowledge	
6.	An understanding of best practice in managing the delivery of projects; to include formal frameworks and methodologies such as the PRINCE2 and Managing Successful Programmes methodologies
7.	An awareness of local government transformation agendas and policy strands in relevant area of service in the public sector.
8.	An understanding of factors that influence the success of change management and transformation projects
9.	Understanding of the importance of customer focus in the delivery of business change projects
10.	Excellent interpersonal, management and leadership skills
11.	Ability to lead and motivate teams and in doing so to demonstrate tenacity in the delivery of approved solutions
12.	Good communication skills including the ability to analyse, prepare and present complex arguments both verbally and in writing, with both business and technical people at appropriate levels
13.	Ability to put the customer at the centre of what we do through the design and delivery of effective and innovative solutions
14.	Ability to produce effective project documentation and plans, schedule the use of project resources and manage the project budget within tolerances
15.	Able to successfully negotiate project scope, realistic and measurable customer outcomes and quality expectations, and resolve resource conflicts
16.	Excellent organisational skills
Behaviours	
17.	Respect

18. Responsibility
19. Recognition
20. One Team: Collaboration
Other
21. Commitment to continual professional development

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
22. Management qualification
23. MSP/PRINCE2 certification
24. ECDL
Experience
25. Experience of working in teams and in partnership to deliver improved outcomes
26. Experience of successfully dealing with prioritisation conflicts
27. Demonstrable track record of influencing and managing change
28. Experience of contributing to the development of relevant strategies and project portfolios to help achieve business objectives
29. Demonstrable track record of contributing to service improvement and seeking innovation
Skills, abilities & knowledge
30. An understanding of the context in which the Council and its partners operate, the challenges they face, their priorities and aims
31. An awareness of project management best practice, trends and capabilities within the private and public sectors – knowing what is possible, demonstrating in depth knowledge in one or more areas
32. Ability to engage with stakeholders at all levels and gain their trust through demonstrable knowledge of their business drivers and objectives coupled with a track record of improved outcomes
33. Ability to identify and promote opportunities for service efficiency and effectiveness improvements within the area of responsibility and across the Council and partners as appropriate
34. Highly ICT literate and knowledgeable in the application of project management tools

Approval			
Manager	Corporate Director for Digital & Change	Date	1 st July 2019