

JOB DESCRIPTION

Job Title:	Project Manager
Reports to:	Property Programmes & Business Manager
Delivery Unit:	Property & Design
Team:	Workstyles Programme

Purpose of the Job

To manage projects:

- That comprise the Workstyles programme – a high-priority modernisation programme that seeks to implement flexible working through modernised offices, flexible technology solution, and cultural change
- On behalf of the wider Property & Design service – scoping, managing, and evaluating projects that improve service delivery and support the strategic priorities of Property & Design

To act as a Property & Design Business Partner in order to:

- Provide support to directorates at a strategic level to ensure a proactive response to change and modernisation that involves office accommodation
- Act as a single point of contact for directorates to ensure issues and queries relating to Property & Design are sign-posted appropriately
- Develop an organisation-wide profile of accommodation that supports future planning and ensures an evidence-based approach to decision making

Principal Accountabilities

1. To project manage the implementation of Workstyles elements which could focus on one or multiple workstreams of the programme for a defined set of service areas. Reporting directly to the Workstyles Programme Board during the lifetime of the project from start up to final implementation including post-project evaluation and ensuring that the appropriate handover requirements are in place.
2. To plan for, deliver expertise on and drive forward the change management with services to support a move to flexible working arrangements including space planning, new technology provision and change of office protocols to support flexibility.
3. Devise and co-ordinate project plans that ensure the optimal use of ICT, Communications, Human Resources, Finance and other support service solutions in achieving improvements in service delivery.
4. To advise senior management (Strategic Directors and Heads of Delivery Units) on project progress and inform them of findings, issues, risks and opportunities for improvement or change management. To prepare, report and present the findings and recommendations of reviews to management teams, project boards and other fora.

5. To use corporate project management standards to deliver the project on time and within budget that meet user acceptance criteria. This to include:
 - developing, leading and managing multi-disciplinary and multi-agency project teams to ensure the project is successfully delivered;
 - work with clients to devise and challenge business cases for change. To define project scope, boundaries, and negotiate acceptance criteria and timescales with clients; and
 - analysing financial and other resource requirements of projects and ensure project budgets are appropriately managed and meet the council's standing orders.
6. To maintain current awareness of local and national government policy across digital access in order to deliver a high quality and informed project management that brings in good practice.
7. To quickly develop a detailed knowledge and understanding, and gather information from a wide variety of sources in diverse and often complex service areas.
8. To develop and maintain a working knowledge of the different functions within the council's Property & Design service and how these functions support the the council's strategic priorities.
9. To develop and maintain a working knowledge of the different support functions that operate across the organisation (e.g. IT&D, Finance, HR&OD)
10. To develop and maintain professional relationships with business partners from other support functions in order to provide co-ordinated and holistic operational and strategic support to all directorates in matters relating to property
11. To carry out duties in accordance with the Council's Equalities and Health & Safety Policies.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title: **Project Manager**

Reports to: **Workstyles Programme Manager**

Resource Unit: **Property & Design**

Team: **Workstyles Programme**

Job Related Criteria Essential Criteria

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| Knowledge | <ul style="list-style-type: none">▪ Knowledge of a project management methodology, eg. PRINCE2▪ Knowledge of research methodologies, tools and techniques▪ An understanding of Human Resource issues in relation to achieving service improvement, project management and change management processes and techniques▪ Knowing when and how to employ IT&D solutions to improve business processes and service delivery▪ Knowledge of financial management issues in relation to achieving service improvement and project management▪ Knowledge of the function of local authorities and awareness of the current major Central Government initiatives within Local Government▪ Knowledge of the function and purpose of a multi-disciplined Property & Design service▪ Knowledge of the principles and approaches to Business Partnering a complex political organisation |
| Experience | <ul style="list-style-type: none">▪ Demonstrable experience of developing and leading project teams and working with boards, that include senior management, through a complex change management process▪ Demonstrable experience of successfully advising and negotiating with senior management (Strategic Director and Head of Unit level) about service development, improvement or change▪ Demonstrable experience of planning and managing projects in a change management environment to achieve agreed outcomes▪ Demonstrable experience of delivering presentations to audiences and speaking with conviction▪ Demonstrable experience of challenging 'status quo' with authority but at the same time with respect and understanding of other parties' point of view▪ Demonstrable experience of applying IT&D and Human Resource solutions to improve business processes▪ Demonstrable experience of providing a Business Partner service, |

Job Related Criteria	Essential Criteria
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ideally in a Property & Design context, to a large and complex organisation

- Experience of using Microsoft Office, Microsoft Project and a process mapping tool, eg. Microsoft Visio

Qual- ifications	<ul style="list-style-type: none"> ▪ A degree or equivalent management qualification or comparable experience ▪ An accredited PRINCE2 practitioner, comparable project management qualification or equivalent demonstrable project management experience.
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Skills and Abilities:	
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Interpersonal Skills & Abilities	<ul style="list-style-type: none"> ▪ Communication skills to: <ul style="list-style-type: none"> - Lead and influence without having direct management responsibility through listening, persuasion, challenging, negotiation and motivational skills - Work effectively with a wide range of audiences including different organisations - Obtain decisions using various techniques including written reports, briefings and facilitation - Deliver information via variety of formats, eg. presentations, written and diagrammatic documents ▪ Skills in advising, training, coaching and mentoring in project management and change management to different audiences and levels within the Council ▪ Political sensitivity and diplomacy to work on issues that are key to the Council's main priorities ▪ Ability to plan and prioritise work – working under pressure to tight deadlines yet flexible and adaptable to changing needs and situations ▪ Self-starter with initiative, organised and with a self-managing approach to work
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Organisation and planning skills & abilities	<ul style="list-style-type: none"> ▪ Ability to prepare and deliver implementation plans ▪ Ability to manage project budgets ▪ Ability to assess the broad financial implications and resource requirements of business/process reviews and projects and identify the detailed work for specialists to deliver ▪ Ability to think strategically and laterally, as well as the ability to focus on detail, understand the feasibility of solutions and anticipate the consequences of certain actions or changes
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Analytical skills and abilities	<ul style="list-style-type: none"> ▪ Skills to research internally and externally to the Council for information on operational and support services ▪ Ability to analyse, and interpret complex data ▪ Ability to understand the operational priorities of a diverse range of services and teams, and how these align to corporate strategic priorities
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Job Related Criteria	Essential Criteria
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| Other
Requirements | <ul style="list-style-type: none">▪ A real commitment to improving public services▪ Interest and understanding in use of technology to improve business processes▪ A demonstrable commitment to the principles of equalities and carrying out duties in accordance with the council's equalities policy |
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