Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title		Project Manager
Grade	SS12	Reports to (role title)		Senior Project Manager
		Directorate		Business Services
JE Band	371-438	Service		IT & Digital
		Team		Project Delivery Team
		Date Role Profile was created		1st March 2017

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Plan and deliver medium IT business solutions across the Authority (typically requiring up to 200 man days of project resources). To work with other IT & Digital members as appropiate and comply with adopted project management standards.
Work Context	The Project Delivery Team comprises a number of Project Managers, Senior Project Managers, Principal Project Managers, and Project Leads supported by a Project Support Team. The team is part of the Projects and Innovation Group responsible for delivering major IT-business solutions across all services of the Authority. The post holder will typically be assigned full-time to the management of a major corporate business solution but on other occasions may be managing a number of concurrent smaller solutions. Delivery activities will include stakeholder engagement, business analysis, project management, procurement, solutions implementation, systems integration and major upgrades. PRINCE 2 is the basis of the project management processes used. The post holder will be responsible for supporting the promotion and deployment of PRINCE 2 principles across the IT service and in projects that they are delivering. Project Managers are generally based in the Project Delivery Team area within IT & Digital but will temporarily be situated in other locations and work within other SCC services when this will assist the efficient running of the project. Major challenges include competing for scarce specialist resources, ensuring commitment of stakeholders, managing suppliers, accommodating changing within IT & Digital, keeping within budget and resource constraints and dealing effectively with all levels of staff within services.
Line management responsibility if applicable	Matrix manage staff working on their projects.
Budget responsibility if applicable	Management of project budgets up to approx. £500,000. Management of ordering, invoicing, etc. of external suppliers and contractors that may run into many £10,000's

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. Service Delivery • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. Planning & Organising • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. Finance/Resource Management • May assist with budget/resource/funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). Work with others • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. People Management • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. And/Or • Operate as an individual responsible for the delivery of a high level and complex service. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Registered PRINCE 2 Practitioner, or comparable recognised qualification, is desirable Able to work flexibly in terms of working hours and location Competent in using MS Project, or comparable project management tools for project planning and monitoring. Ability to work effectively with 3rd party suppliers ro ensure their successful and timely contribution to the project
Role Summary	Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.

Reason for Benchmarking - please complete the appropriate Business Case below		
Reason	**Guidance for Business Case**	**Business Case**
A - Creation of a new role	Please provide context to the creation of this new role.	
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	There are no changes to the current job profile Consultant (Projects), other than the job title. This grading is for the purpose of having the posts graded to the new job familes in preparation for any future recuirtment requirements.
Date new role profile has been agreed with the role holder(s) Reason C of the business case only		
OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.		
Current grade of the position - Reason C of the business case		S10
Manager's OM Number this role reports to - Reasons A,B, C above		20077067

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Cary Osborn	Project Delivery Manager	22nd March 2017

Approval Section

Requesting manager to confirm: 1. Head of Service approval for the creation/amendment of the role 2. Senior Manager confirmation of the available budget Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for job evaluation.		
Position	**Name**	**Date of approval**
Head of Service	Matt Scott	22nd March 2017
Senior Manager	Lorraine Juniper	22nd March 2017

To be completed and approved by an HR Advisor

HR Advisor to confirm that the role is at a correct level within the particular Job Family

Position	Name	Date confirmed benchmarking to JE Coordinator
HR Advisor/Senior Advisor	Hannah Grevatt	**26/04/2021**

To be completed by JE Coordinator

Reference Number	12170