

Job Profile

Project Manager - Data Strategy

Career Grade: 8/9

About the Job

The post-holder will be responsible for managing projects within the Council's project management framework, taking responsibility for project governance and deliverables under the direction of the Strategic Lead for the Data and Intelligence Strategy.

This is what we need you to do...

- Manage one or more projects through their lifecycle from initiation to delivery of benefits, taking responsibility for planning, developing and implementing the project
 - Produce robust and detailed project business cases and plans, identifying and agreeing the project scope, deliverables, milestones, risks and benefits
 - Be responsible for all aspects of project governance, managing gateway approvals, maintaining change control and ensuring that corporate requirements are met
 - Manage, facilitate and contribute to the development, design, analysis and appraisal of options in order to help the sponsor determine the best way of achieving the project's objectives
 - Ensure that project deliverables are achieved to the agreed specification with regard to time, cost and quality, using creativity and problem solving techniques to overcome obstacles as they arise
 - Oversee delivery of the project, planning and organising work and ensuring that project risks and issues are identified, managed and resolved
 - Provide matrix management for all staff and resources assigned to the project, including project team members and support services.
 - Be responsible for project communications and stakeholder management, engage with stakeholders to ensure their commitment to the project
 - Report delivery of the project sponsor and project board, keeping them informed of progress, and escalating issues as appropriate.
 - Prepare routine and bespoke reports as required in order to meet corporate reporting requirements
 - Contribute to the oversight and governance of the wider corporate portfolio, working with colleagues in the Data & Intelligence Strategy Team to ensure that the entire portfolio of programmes and projects is well designed, well governed and effectively managed.
 - Support the development and exchange of best practice with regards to the Council's project management framework.
- In addition, at Grade 9, we need you to...**
- Manage projects that are more complex and involve higher risk and provide support for high risk, complex programmes
 - Contribute to the design and delivery of Project Management training and the development of the Council's approach to project and programme management
 - Keep up to date with legislative and wider changes in service areas relevant to the current portfolio of projects in order to be able to recommend and help to design solutions

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed.

The ideal candidate will have...

Experience

- Managing projects (essential)
- Working with senior managers and politicians
- Preparing and presenting clear, concise reports (essential)
- Risk management (essential)
- Supporting cost/benefit analysis and options appraisal
- Benefits realisation (including delivery of cashable savings)
- Experience of data or intelligence related projects
- Experience of working within the public sector

Additionally, at Grade 9

- A track record of consistently and successfully delivering complex projects within the public sector

Knowledge, Skills and Understanding

- Able to exercise influence across a range of stakeholders, including managers senior to the post-holder (essential)
- Able to present a well-argued, robust business case
- Report writing
- Problem solving
- Facilitation skills
- Project management tools and techniques
- Understanding of the role of local government and its partners
- Understanding of relevant areas of Council business
- Research and analytical skills
- Excellent written and verbal communication skills
- Have an understanding of technology and the benefits of digital thinking

Behavioural attributes

- Collaborative approach
- Confident, enthusiastic, self-motivated and determined
- Good negotiation skills
- Able to work as part of a team
- Able to motivate and influence others
- Self-aware and open to learning and development
- Well organised and able to balance competing demands and meet tight deadlines without direct supervision
- Customer focussed
- Commitment to equality and diversity principle and practice

Education & Qualifications

Essential

- Good levels of numeracy and literacy (evidenced by GCSEs Grade A–C or equivalent)
- NVQ Level 4 qualification or equivalent
- Formal programme or project management qualification

Additionally, at Grade 9:

- Formal programme or project management qualification (essential)
- Degree or equivalent qualification or able to demonstrate equivalent critical and analytical thinking

