

 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description – Project Manager FTC</b>		<b>Job Reference</b>
<b>Job Title</b>	Project Manager		
<b>Service</b>	Customer & Change	<b>Team</b>	Business Change
<b>Location</b>	Shute End / Hybrid		
<b>Reports to</b>	PMO & Programme Delivery Manager		
<b>Grade:</b>	<b>Type of position:</b>	<b>Hours per Week:</b>	
9	Fixed Term Contract	37	
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<b><u>Service Purpose</u></b>			
<p>To drive, lead and manage change activity to increase the efficiency and outcomes for Wokingham Borough Council and its residents. Working collaboratively with senior and key stakeholders, ensuring involvement and engagement to deliver the objectives of the Council’s Change Portfolio. Responsible for the successful implementation of programmes/projects within the organisation, ensuring benefits are realised within the timescales agreed. To build effective relationships with Directorate teams, embedding new behaviours and a culture of continuous improvement for the future. Responsible for the Digital ambition of the Council, through the adoption of technology to improve the customer experience.</p>			
<b><u>General Description of Role</u></b>			
<p>The post-holder will be part of the Business Change team providing project management services and competencies to support strategic programmes and activity within the Change portfolio.</p> <p>To be responsible for managing projects with processes and procedures that align to our governance framework.</p> <p>To work independently and pro-actively leading on the delivery of key Council objectives, managing key stakeholders and delivering high quality outputs and outcomes under little supervision.</p>			

### Organisation Chart

CEO, Wokingham Borough Council  
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COO, Wokingham Borough Council  
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Assistant Director, Customer and Change  
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Head of Customer Experience & Change  
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PMO & Programme Delivery Manager

### Main Accountabilities of the Role

1	<p>To act as Project Manager specifically for large scale, priority Programmes for WBC to meet its strategic priorities and support our approach. Multi-faceted programme with key senior stakeholder engagement requiring strong management of plans and milestones, monitoring and action tracking, production of outputs and working at pace.</p> <p>This role requires a pro-active individual who has the key skills and capacity to build strong relationships quickly, identify and understand dependencies with the ability to provide clear visibility and transparency of progress alongside supporting our subject matter experts to deliver to the required timelines.</p>
2	<p>To follow the Business Change Framework methodology and ways of working. To administer and manage the project process and service project meetings. To agree and produce clear, concise project plans and delivery timescales. To identify key outputs and milestones for decision. To report to the appropriate governance forums, track and monitor actions. Adherence to WBC and supplier processes. Stakeholder Management. Record and tracking of costs / benefits. Manage Risks and Issues.</p>

### Additional Corporate Responsibilities

1	<p><b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success</p>
2	<p><b>Behaviour:</b> Works within the Council's "competency framework" and adheres to the Code of Conduct and the Council's Constitution.</p>
3	<p><b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.</p>
4	<p><b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.</p>
5	<p><b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.</p>

<b><u>Person Specification</u></b>		
A focus on qualifications, skills, knowledge and experience an individual will require to successfully undertake the role.		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Minimum of 2 years Project Management experience with evidence of successful delivery.</p> <p>Trained in PRINCE II and / or equivalent project management methodology.</p> <p>Educated to degree level (or be able to demonstrate equivalent knowledge, skills, and aptitude).</p>	<p>Knowledge of local government</p>
<b>Technical Skills</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Proven ability in managing projects and teams to achieve agreed outputs.</p> <p>Strong project planning skills and experience of MS project.</p> <p>Good facilitation and communication skills.</p> <p>Ability to work on own initiative, solve problems and take decisions to secure required results.</p> <p>Demonstrable ability and organisation skills to prioritise project activity.</p> <p>Ability to produce clear and structured documentation and reporting.</p> <p>Demonstrable ability to analyse complex information from a range of sources.</p> <p>Ability to keep calm under pressure.</p> <p>Experience of using Microsoft including Sharepoint &amp; Teams, Word, Excel, MS Project, PowerPoint.</p>	
<b>Knowledge / Experience</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Qualification / Strong experience of recognised methodology (Prince 2 / MSP)</p> <p>Proven experience of stakeholder management, liaising with managers and staff at all levels</p> <p>Strong planning skills using applications (eg MS Project)</p>	<p>Experience of working with 3rd party providers</p> <p>To demonstrate an understanding of the Equal Opportunities policy and practice</p>

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.