Project Manager x2  
£33,106 - £40,619  
Permanent, Full Time  
Birmingham City Council’s Council House Office

Working 36.5 hours. Exciting opportunities have arisen for highly motivated, enthusiastic and adaptable Project Managers to support Birmingham City Council to deliver its challenging portfolio of change.

Birmingham City Council is entering an ambitious period of change to create a council for the future that will be sustainable and deliver high quality services to our 1.1 million residents. To deliver this change we are adopting a portfolio approach to bring our key transformation programmes together to drive their ambition and ensure synergies are maximised, including work with partners in line with our City Vision.

Reporting to the Head of our Corporate Portfolio Office, the successful candidates will join a new, fast paced and responsive team, working alongside programme managers, Directors, External Agencies and Stakeholders on behalf of the Corporate Leadership Team. The post holders will contribute to the design and embedding of our approach to change, by structuring, coordinating, and managing the delivery of major change.

You will have a proven track record of delivering high complex and high risk projects; confident in designing and deploying a range of project tools and approaches to drive forward and support delivery, focusing on strong governance, stakeholder management, effective scoping and planning, robust risk, issue and dependency management and effective resource planning.

We are looking for highly motivated and effective self-starters, which can work across diverse services and subject areas, and have an ability to quickly build effective working relationships with Directors, Senior Managers, support functions and Partners.

Location: The role will be based at Birmingham City Council’s Council House office, in the City Centre. Travel across the city will be required.

Ref: CSS0612017

Closing date: Tuesday 24 January 2017

Please note interviews for candidates who are shortlisted will take place on Monday 30th January 2017.

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

Directorate:  Change and Support Services

Post Title:  Project Manager          Grade: 5

Division:  Corporate Strategy

POST REQUIRES DBS CLEARANCE:  None

1.0 Job purpose

1.1 To provide a comprehensive project management support service to the council that is efficient and consistent.

1.2 To be responsible for the delivery of high quality, customer focused, project management to include all aspects of project management activities that will be cost effective and responsive to clients’ and users’ needs.

1.3 To project manage a variety high value/impact projects, ensuring compliance with brief, budget and timescale and to support various projects that effectively engages Citizens in shaping Birmingham City Council services.

2.0 Key responsibilities

2.1 Ability to support the clients with project structure and procurement support to include option appraisals, feasibility study information, design quality, safety, sustainability, cost and programme.

2.2 Obtain the client’s brief of requirements, ensuring its completeness and adequacy, and make details available to all members of the Project Team.

2.3 Responsible for leading the delivery and implementation of high value projects, operating within the approved budgets.

2.4 Ensure that projects are coordinated and completed on time, within budget, at the appropriate quality, and in accordance with the customer’s requirements and expectations.

2.5 Support with the procurement of and work in partnership with any project resources including financial and project team members.

2.6 In accordance with the City Council’s Standing Orders and approved procedures, coordinates the procurement of project resources
2.7 Prepare and maintain a programme for delivery of various projects and review at key stages highlighting any risks or concerns to project owner.

2.8 Ensure that all stakeholders are fully briefed on the key objectives of the project, and operate within a fully determined scope of services.

2.9 Act as the coordinator and “driver” for the projects allocated and undertake benchmarking and support with consultation exercises.

2.10 To identify, collate, escalate mitigate where possible, track and record all risks, interdependencies and benefits identified as part of the project and advise the Client and Leadership team where appropriate of any foreseeable risks associated with a project.

2.11 Support with issuing tender documents, receive tenders and co-ordinate the appointment of contractors in line with the corporate procurement team specifications and officers.

2.12 Identify and formulate the relevant governance processes required for a variety of projects ensuring that regular liaison, co-ordination and progress meetings are held with key stakeholders. Provide any necessary documentation beforehand reporting on allocated projects at agreed intervals, including progress against programme, costs, cash flows and cost effect of approved variations to the project.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 Supervision Received

3.1 Supervising Officer Job Title: Head of PMO

4.0 Level of Supervision

Left to work within established guidelines subject to scrutiny by supervisor.
5.0 Supervision Given (excluded those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO. OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>N/A</td>
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*Use 1, 2 or 3 as in 3.2

6.0 Special Conditions

In some specific service areas, some working outside normal office hours may be required
## Person Specification

**KEY – MOA** (Method of Assessment): AF – application form, I – interview, T – test, P – presentation, G – group exercise,

**JOB TITLE:** PROJECT MANAGER  
**GRADE:** 5  
**DIRECTORATE:** CHANGE AND SUPPORT SERVICES

### Section 1 – Experience, abilities, knowledge and qualifications / training

<table>
<thead>
<tr>
<th></th>
<th>Experience / Knowledge (relevant work and other experience)</th>
<th>MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proven track record of managing and implementing high complex/high risk change and service improvements, with a strong aptitude to work with service and operational support functions, in order to lead a multiple range of project across numerous areas of the business</td>
<td>AF/I</td>
</tr>
<tr>
<td>1.1</td>
<td>Experience of successfully utilising project methodologies, tools and governance, including the monitoring and evaluating of progress against planned objectives, including an understanding of benefits realisation; and ensuring effective risk, issue and dependency management</td>
<td>AF/I/T</td>
</tr>
<tr>
<td>1.2</td>
<td>Experience of building effective working relationships with stakeholders and influencing at all levels and areas of the business, including partners</td>
<td>AF/I</td>
</tr>
<tr>
<td>1.3</td>
<td>Able to analyse information, be creative and flexible in the formulation of solutions to project risk and issues and to use analytical skills to present numerical and other data</td>
<td>AF/I</td>
</tr>
<tr>
<td>1.4</td>
<td>Highly effective communicator providing complex written and verbal reports, listening and public relation skills with the ability to promote a positive image for the service</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>1.5</td>
<td>Knowledge of relevant legislation and their implications for the Directorate (e.g. FOI, Data Protection Act, Health and Safety).</td>
<td>AF/I</td>
</tr>
<tr>
<td>1.6</td>
<td>Ability to develop and maintain relationships with a wide variety of people and act as an enabler to provide high quality support services</td>
<td>AF/I</td>
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### Section 2 – Skills and Abilities

<table>
<thead>
<tr>
<th></th>
<th>Skills and Abilities</th>
<th>MOA</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Ability to develop and maintain relationships with a wide variety of people and act as an enabler to provide high quality support services</td>
<td>AF/I</td>
</tr>
</tbody>
</table>
### Section 2 – Competencies

In addition to the above requirements you will be asked to demonstrate competencies in the below areas. Competencies can also be described as behaviours. They describe ‘how’ we expect people to behave doing their job. Competencies will vary between job roles and different levels but an overview of them, as required by Birmingham City Council, are described below.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
<th>Relevance</th>
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<tbody>
<tr>
<td>2.2</td>
<td>Ability to undertake change activities in line with the changing needs of the business</td>
<td>AF/I</td>
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<tr>
<td>2.3</td>
<td>Highly motivated self-starter who has strong organisation skills in managing work and time within agreed priorities and timescales</td>
<td>AF/I</td>
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<tr>
<td>2.4</td>
<td>Anticipate customers’ future needs and proactively respond to opportunities to improve services to meet these requirements.</td>
<td>I/T</td>
</tr>
<tr>
<td>2.5</td>
<td>Ability to work in a pressurised environment, using own initiative to manage competing priorities and deliver within changing circumstances and priorities.</td>
<td>I/T</td>
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<tr>
<td>2.6</td>
<td>Ability to inspire, motivate and drive colleagues and partners towards key outcomes and continuous improvement.</td>
<td>AF/T/I</td>
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<tr>
<td>2.7</td>
<td>Effective IT skills using Microsoft office standard packages</td>
<td>I/T</td>
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<tr>
<td>2.8</td>
<td>To understand the requirement of and be committed to equal opportunities in all aspects of the role.</td>
<td>AF</td>
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<tr>
<td>2.9</td>
<td>Ability to locate and evaluate research and evidence based practice and to use this to inform project options appraisals</td>
<td>I/T</td>
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<tr>
<td>2.10</td>
<td>Prince 2 or equivalent experience of operating within formal project management techniques</td>
<td>AF</td>
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<tr>
<td>2.11</td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</td>
<td>I</td>
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<tr>
<td>Values and behaviours</td>
<td>MOA</td>
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</table>
| We are true to our word | We make promises and keep them – to colleagues, managers, citizens and customers  
We give people ongoing feedback that helps their performance  
We challenge inappropriate behaviours or negative attitudes to progress  
We work hard to ensure people are supported to achieve their best for the organisation  
We share and communicate the same vision for the future council | P/T/I |
| We put citizens first | We are empathetic and respectful in everything that we do  
We are patient and helpful, acting as an enabler to citizens and colleagues that support citizens  
We ensure processes are efficient so that citizens do not have to experience unnecessary delays in responses, advice or service access  
We promote collaboration: we work across and outside the council to share knowledge and skills and jointly solve problems | I/T |
| We achieve excellence | We get things right, first time, every time.  
We give our best every day  
We support others to give their best through support, clarity of direction and motivation to succeed by creating the environment to enable people to be the best they can be  
We promptly address under performance and recognise and celebrate progress  
We practice positive leadership: we create a climate of positivity that inspires people to do their best at work | I/P |
**We act courageously**

We lead, we manage and we tackle the difficult issues: every day, every one of us
We embrace new ways of working to encourage change by encouraging people to try new ways to improve things
We seek to develop ourselves and our teams to move forward – outside of our normal comfort areas and to move the council forward
We drive innovation and improvement: we are relentlessly curious and open to new ways of working to improve the council

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