Project Manager - Programmes and Projects Team
Grade 5 (32,778 to 40,217)
Temporary/Fixed Term Contract
Working 36.50 hours per week
Various Locations

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.

The successful candidate will join the fast paced and responsive Programme and Projects Team within our People Directorate.

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.

Reference Number: PE0992017

Closing date: Sunday 2\(^{nd}\) April 2017

Please note interviews for candidates who are shortlisted will take place on Friday 21\(^{st}\) and Monday 24\(^{th}\) April 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.”
1. **Job Purpose**

1.1 To provide a comprehensive project management support service to the People Directorate and wider council that is efficient effective 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 of 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. **Duties and 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 the 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.

2.13 Assist the Programme Manager in developing methods, techniques and procedures to advance and improve the team’s services.

2.14 Undertake training and development to support new initiatives and approaches.

2.15 Represent the Programme Manager at meetings and forums as and when required.

2.16 To identify and delegate small scale projects to Project Officers and project administration tasks as appropriate to Project Support Assistants and responsibilities within the range and salary grade.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**: Programme Manager

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**
A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council’s Equal Opportunities Policy** will be required.

In some specific service areas, some working outside normal office hours may be required.
**Section 1 – Experience, abilities, knowledge and qualifications / training**

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<th>Experience / Knowledge (relevant work and other experience)</th>
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<tr>
<td>1.1</td>
<td>Proven track record and an aptitude to work with service development and operational support functions, to lead a multiple range of project across numerous areas of the business</td>
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<td>1.2</td>
<td>Experience of successfully managing and implementing service improvements, including the regular monitoring and evaluating progress against objectives, including an understanding of benefits realisation arising from service reviews and an awareness of the current issues facing social care</td>
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<td>1.3</td>
<td>Ability to write clear and concise reports and complete them to tight deadlines</td>
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<td>1.4</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>
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<td>1.5</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>
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<td>1.6</td>
<td>Knowledge of relevant legislation and their implications for the Directorate (e.g. FOI, Data Protection Act, Health and Safety).</td>
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## Skills and Abilities

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<td>2</td>
<td><strong>Skills and Abilities</strong></td>
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<td></td>
<td>2.1 Ability to develop and maintain relationships with a wide variety of people and act as an enabler to provide high quality support services</td>
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<td>2.2 Ability to undertake change activities in line with the changing needs of the business</td>
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<td>2.3 Personal organisation skills in managing work and time within agreed priorities and timescales</td>
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