Job Description: **Project Manager – COVID 19 Inquiry**

Reports to: **Head of Strategy and Design**

Directorate/Team: Programme Management Office

Grade: **5**

Job Purpose:

To lead the development and delivery of change projects through to final implementation of change and handover to the business, ensuring alignment to the wider vision and strategic direction of LGA and maintaining a focus on outcomes.

The role will be deployed flexibly in line with organisational priorities, managing standalone projects, and projects within complex, cross-organisational change programmes, to agreed time, cost and quality criteria.

Core Accountabilities:

1. Work as part of the Programme Management Office (PMO), contributing to the delivery of assigned projects and programmes within resource and budget allocations that deliver the Local Government Association's (LGA) business plan and help councils meet their challenges and priority outcomes.

2. Contribute to the development of networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.

3. Maintain a culture of curiosity, learning, and continuous improvement, underpinned by effective performance management and monitoring.

4. Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.

5. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.

6. Undertake any other duties and responsibilities appropriate to the post.

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Specific Accountabilities:

7. Scope, plan and implement strategic projects as identified by the Programme Manager, Programme Board or Project Sponsor, using accredited project management principles. Lead and coordinate the work of project teams as required.

8. Providing support to the project sponsor and programme manager (where relevant) ensuring ongoing alignment of activity and appropriate escalation.

9. Preparing, gaining approval of, refining and updating gateway documentation/ investment cases for the project, as per the LGA project lifecycle

10. Maintaining best practice project documentation to enable effective management and decision-making including scope, schedule, budget, benefits, risks, etc.

11. Identifying, defining, evaluating, planning, tracking and realising the business benefits of the project

12. Preparing and maintaining schedules of project activities, taking account of dependencies and resource requirements

13. Developing and agreeing budgets for projects and controlling forecast and actual costs against them, working with the relevant Finance manager

14. Developing, implementing and updating non-financial resource allocation plans needed for projects, taking account of availability and scheduling

15. Agreeing contracts for the provision of goods and services, monitoring compliance and managing variances, including defining requirements

16. Identifying and monitoring project risks and issues, planning and implementing responses to them, and escalating blockages where these can't be resolved

17. Managing the transition of project outputs and outcomes into business-as-usual, addressing business readiness, and the realisation of benefits

18. Undertaking reviews and health-checks as required

19. Managing stakeholders, taking account of their levels of influence and particular interests, and developing and maintaining a wider communications plan.

20. Ability to work closely with and respect professional stakeholder's advice whilst ensuring deadlines are met

21. Establishing and maintaining governance arrangements for the delivery of the project, with clear roles, responsibilities and accountabilities

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22. Preparing and maintaining definitions of requirements for the project and determining the best means of satisfying those within the project objectives

23. Following the organisation's change control process where necessary to change the scope, budget or timing of the project, updating documents as required

24. Work with the Programme Management Office (PMO), change and project management community to manage dependencies, risks and issues

25. Managing a project team through matrix working, coaching project team members in PM methodology and supporting other project managers in developing their practice, including contributing to peer assurance as appropriate

Relevant Contacts:

LGA
  • Head of Strategy and Design
  • Heads of Service and Directors
  • Senior Leadership Team,
  • Future LGA Board

Other
  • Members
  • External organisations
  • Partners
  • Legal Stakeholders

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Qualifications

Knowledge of project and programme management tools and techniques these may include Waterfall, Agile and Theory of Change.

Knowledge and experience

- Thorough understanding of the political structures and environment in which local and central government and the LGA operates
- Experience of managing a complex workload, preparing plans and meeting deadlines and milestones
- Demonstrable experience of initiating and leading projects and project teams to deliver within a large, complex, organisation
- Track record of delivering to agreed time, cost and quality parameters and of managing delivery through uncertainty.
- Experience of delivering projects to agreed time, cost and quality parameters in a comparable organisation
- Experience of robust project planning and resource management, risk, issue and dependency management, and benefits management.
- Proven experience in stakeholder management and communications
- Preferable experience of managing projects involving procurement, technology implementation, people change, service development and process improvement.
- Experience of matrix managing project teams.

Skills and abilities

- Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians, officials, senior managers, key stakeholders and staff.
- A demonstrable commitment to customer care
- Ability to lead and motivate others
- Commitment to create an environment of trust, fairness and openness.
- Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines.
- Facilitating and supporting business change and to influence others across the business of the need to change
- Full project life cycle from feasibility study to implementation and sign-off
- Confident and resilient with excellent people skills, able to develop positive internal and external relationships.
- Proven ability of bringing creative solutions to problems
- Able to present complex issues clearly and concisely, both orally and in writing, and to develop appropriate promotional material.
- Commitment to personal and professional development
- A positive "can do" attitude.

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