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| **Senior Project Manager (PMO)** |  |

**Job Description**

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| **1. POST DETAILS** |
| Business Centre:  | Chief Executive’s Office |
| Division:  | Business Planning, Projects and Performance |
| Post Number: | A0006 |
| Working Hours:  | Full-time, 37 hours |
| Grade: | MMB |
| Work Base: | Civic Centre, Addlestone |
| Prepared/Agreed by:  | Sarah Hall |
| Date: | 06/12/2024 |

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| **2. ORGANISATIONAL RELATIONSHIPS** |
| Reports to:  | Head of Business Planning, Projects and Performance (HoBPPP) |
| Deputising Responsibility: | Yes |
| Directly Supervises: | Project Manager (PMO), Project Management (PMO) Officer |
| Indirectly Supervises: | N/A |

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| **3. JOB PURPOSE (What is the job trying to do?)** |
| The service area has responsibility for a number of key corporate functions that support delivery of organisational performance and continuous improvement. This includes:* Establishing and managing processes that support corporate business planning and monitoring to ensure planned activities are aligned to and contribute to overall delivery of the Corporate Business Plan within organisational financial constraints.
* Embedding project management principles, improving skills across the organisation to support delivery of projects and managing corporate projects and programmes as delegated by the CEX.
* Monitoring and reporting of corporate performance including the progress of projects within the Council’s project portfolio, performance of service delivery against corporate Key Performance Indicators, reporting the organisational risk profile.

The team must be flexible and reactive to the changing environment of local government with resource pulls from both internal service areas and change required from initiatives from the wider sector and central government.  The Senior Project Manager will have overall responsibility for the running of the PMO with strategy and direction set by the HoBPPP. The role will provide significant input to a wide range of corporate projects and programmes as assigned by the HoBPPP by acting as Project/Programme Manager on corporate projects and programmes, taking responsibility end to end for successful project/programme delivery to facilitate continuous improvement or by guiding and supporting the Project Manager per se with project planning, preparation and maintenance of project documentation throughout the project life cycle. |

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| **4. OBJECTIVES (What is the purpose of the job?)** |
| The Senior Project Manager will drive a project management approach to delivery of projects/programmes and service reviews to support the Council’s corporate strategy, aims and business plans. In doing so the Senior Project Manager will continuously improve our project processes and maturity of the project management system by challenging the status quo and championing organisational change and transformation.The Senior Project Manager will line manage the Project Manager (PMO) and the Project Management (PMO) Officer in the PMO to ensure that the PMO acts effectively and efficiently to support project delivery across the organisation. The Senior Project Manager is responsible for providing expertise in project management across the Council’s Project Portfolio; facilitating project start-up including preparation of key project documentation, assisting with effective communication between project teams and stakeholders; and providing central support services to the unit. The Senior Project Manager will drive continuous improvement through managing corporate projects/programmes, taking responsibility end-to-end, across the project life cycle.To facilitate delivery of the following:* Support continuous improvement of the corporate performance system to provide a mechanism for capturing, monitoring and reporting of strategic performance data (service area plan progress, project updates, corporate key performance indicators) to support decision-making.
* Use professional project management knowledge, skills and experience to provide project management expertise, guidance and support to project managers across the organisation to deliver successful projects and benefits realisation.
* Manage cross-organisational strategic or corporate projects and programmes, as delegated by the HoBPPP and sponsored by a member of CLT or SLT.
* Facilitate and manage organisational business planning to monitor delivery of the Council’s Corporate Business Plan.
* Identify and escalate project and programme risks in accordance with the risk management framework, raising awareness of risk management in projects to officers via training and PMO Toolkit.
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| **5. MAIN DUTIES OF THE POST** |
| * Project/Programme Manager for cross-organisational and/or complex projects and programmes, taking responsibility for delivery of outcomes and continuous improvement.
* Co-ordinate and facilitate Service Reviews and/or Business Process Engineering to deliver organisational change and transformation.
* Line management of the Project Manager (PMO) and the Project Management (PMO) Officer to support achievement of team and individual objectives.
* Deliver Project Management and service improvement training to staff including building a project management community of practice.
* Lead quarterly corporate performance reviews with SLT and report to CLT.
* Provide support for project planning of corporate projects with Project Managers from across the organisation to ensure momentum is achieved quickly and efficiently and leads to successful execution.
* Guide and support Project teams regarding project documentation requirements and approvals using a variety of communication methods.
* Regularly review and continuously improve the project management methodology and toolkit to ensure it is fit for purpose for the organisation.
* Continuous improvement of training resources on project documentation and related best practises.
* Review and update the Service Review methodology and process.
* Developing and maturing the organisation’s project management system to make best use of available technology.
* Organising kick-off and progress meetings for Corporate Projects and Reviews.
* Managing collation and return of Health Check reports for Corporate Projects on a regular and frequent basis.
* Maintaining the Portfolio Plan and keeping it up-to-date.
* Support the HoBPPP to deliver effective corporate business planning, corporate risk management and corporate performance.
* Provide quality reports to CLT and Corporate Management Committee on a quarterly basis on the project portfolio – deputising for the HoBPPP.
* Fielding questions and queries from staff and Councillors regarding the Portfolio.
* Act as a central point of contact and ensure smooth running of the Project Office.
* Support timely review and development of the next Corporate Business Plan.
* Check and improve data quality as necessary to support quality and consistent reporting.
* Embed project management best practice by leading by example.
* Track and measure benefits realised.
* Track delivery of the actions arising from the Corporate Business Plan and corporate strategies.
* To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
* Demonstrate a commitment to equality of opportunity, respect, openness and fairness, promoting high standards of behaviour and professionalism for self and others.
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| *General**The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.* |

**6. Person Specification**

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| Please indicate whether the criteria is assessed again the application form or interview by using a ✓ in the columns to the right. | **Method of Assessment** |
|  | **App Form** | **Interview** |
| **Essential Qualifications** |  |  |
| Good standard of general education including three GCSE (grade C or above) or equivalent including Maths and English. | ✓ |  |
| Project Management qualification (e.g. Prince 2 Practitioner, MSP, P30) | ✓ | ✓ |
| **Desirable Qualifications** |  |  |
| Degree or equivalent | ✓ |  |
| **Essential Working Experience** |  |  |
| Demonstrable knowledge of project management methodologies, techniques and related administration  | ✓ | ✓ |
| Experience embedding and maturing an organisation’s project management systems  | ✓ | ✓ |
| Experience of managing a range of projects in a corporate environment, public or private sector | ✓ | ✓ |
| Experience of managing and monitoring administrative systems, including financial systems, database and filing systems | ✓ | ✓ |
| Experience communicating at all levels of the Organisation | ✓ |  |
| Experience of producing reports to corporate leaders and senior managers | ✓ | ✓ |
| Line management experience  | ✓ |  |
| **Desirable Working Experience** |  |  |
| Experience working to ISO9001 Quality Management System | ✓ |  |
| Knowledge of tendering processes and contract management | ✓ |  |
| Understanding of the functions of the Council and the department | ✓ |  |
| Experience conducting Service Reviews and Service Design  | ✓ |  |
| **Essential Skills/Attributes** |  |  |
| Able to use and manage IT including ability to collect, understand and interpret project data and information  | ✓ |  |
| Strong Microsoft Office skills including Outlook, PowerPoint, Excel and Word. | ✓ |  |
| Ability to communicate effectively with a wide range of people maintaining a professional manner in high pressure situations | ✓ | ✓ |
| Able to explain complex information clearly to others including staff, Councillors and consultants/contractors | ✓ | ✓ |
| Able to produce summary reports using project data  | ✓ |  |
| Able to effectively plan and organise own workload and deliver to deadlines | ✓ |  |
| Able to promote good working practises, delivering by example | ✓ |  |
| **Desirable Skills/Attributes** |  |  |
| Support change within the organisation  |  | ✓ |
| Able to present to a wide range of stakeholders including Councillors, senior managers etc. |  | ✓ |
| MS Project, Visio, Power BIMS Teams and SharePoint skills | ✓ |  |
| Budgeting and financial processes knowledge | ✓ |  |
| Business Process Engineering |  | ✓ |
| **Other Requirements** |  |  |
| Willingness to undertake relevant training | ✓ |  |
| Occasional out of hours work may be required to attend Council working groups or Cttee meetings | ✓ |  |

**7. Leadership and Staff Competency Framework**

All our staff need to demonstrate the skills and behaviours that support the Council in delivering our Corporate Strategy and Business Plan.

The Runnymede Competency Framework benchmarks and outlines the behaviours that are essential for all staff across the Council to perform effectively.

Five core attributes and competencies apply to all staff:

1. Building Relationships

Developing good working relationships with colleagues and external customers and partners, communicating effectively with a diverse range of people, cross departmental working and sharing knowledge and skills to deliver services and goals

1. Business Development

Managing costs, the responsible use of resources and creation and utilisation of new business opportunities to generate income and achieve the Council’s objectives

1. Customer Focus

Consulting with, listening to and understanding the needs of those our work impacts, both internal and external, using this knowledge to shape what we do and manage expectations

1. Organisation Awareness

Understanding of and sensitivity to Council dynamics, statutory obligations, culture and politics, demonstrates corporateness and compliance

1. Planning and Organising

Thinking ahead, the efficient management of time and resources to achieve results, the ability to manage change and unexpected obstacles

In addition, supervisory or management roles need to display behaviours and competency in:

1. Strategic Thinking

Understanding the bigger picture, supporting, promoting and ensuring consistency between Council’s vision and service objectives and strategy

1. Managing and Developing Performance

Ability to make sound, evidence-based judgements, decisions, assessing risks to service / Council and taking accountability for results

1. Decision Making

Guiding, motivating, developing and managing others to achieve high performance and meet the Council’s objectives and statutory obligations