

## **ROLE DESCRIPTION**

<b>Job Title</b>	Project Manager- Fleet (Franchising)
<b>Salary Band</b>	SCP 41-43
<b>Reporting to</b>	Programme Manager
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Delivery and Assurance Unit
<b>Political Restriction</b>	n/a

<b>1. Primary Purpose of the Post</b>
To provide high quality Project Management to ensure project objectives are met, the project is completed on time and within budget.
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters.</li> <li>• Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects.</li> <li>• Forging collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts.</li> <li>• Working with PMO colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework.</li> <li>• Developing and maintaining project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions and benefits planning and realisation escalating as appropriate.</li> <li>• Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.</li> <li>• Managing the project budget - working closely with PMO colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project.</li> <li>• Organising, facilitating and participating in project-related meetings, workshops and events (including off site).</li> </ul>



- Preparing reports, briefing papers and other documents, as required, working closely with PMO staff.
- Participating in work to continuously improve project delivery at the CA.
- Apply different project methodologies to suit project requirements and context.
- **We are seeking exceptional candidates with experience of project or programme delivery in Fleet, Public Transport, Logistics, Transport, Operations, Supply Chain, Infrastructure.**
- **The role holder may be required to undertake any other appropriate duties as deemed necessary.**



## PERSON SPECIFICATION

**Job Title:** Project Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK, Agile)	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Project and/or Programme experience, preferably supported by relevant qualifications	E	A, P, I
Knowledge/experience of local government decision making processes	D	A, I
Experience of project or programme delivery in one or more of the following: Fleet, Public Transport, Logistics, Transport, Operations, Supply Chain, Infrastructure.	E	A, P, I
Knowledge/experience of different project delivery methodologies and their practical applications (e.g. Agile)	D	A, P, I
<p>“Proficient” in seven or more of the following technical competencies, with “Working Knowledge” level in all others:</p> <ul style="list-style-type: none"> <li>• Commercial management</li> <li>• Budgeting &amp; financial management</li> <li>• Business case &amp; benefits management</li> <li>• Governance &amp; controls</li> <li>• Communications &amp; stakeholder management</li> <li>• Planning, scheduling, dependency management</li> <li>• Quality management/solution design</li> <li>• Change control</li> <li>• Resource, capacity &amp; capability management</li> <li>• Risk &amp; issue management.</li> <li>• Benefits management</li> </ul>	E	A, P, I



<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales.	<b>E</b>	<b>A, P, I</b>
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint)	<b>E</b>	<b>A, I</b>
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	<b>E</b>	<b>A, P, I</b>
Good verbal and written communication skills with attention to detail.	<b>E</b>	<b>A, P, I</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An understanding of and a personal commitment to the Vision, Priorities and Behaviours of LCR Combined Authority.	<b>E</b>	<b>A, I</b>
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential.	<b>E</b>	<b>A, P, I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
<p>“Advanced” in at least half of the following behavioural competencies, and “Established” in all others:</p> <ul style="list-style-type: none"> <li>• Seeing the big picture</li> <li>• Innovating</li> <li>• Working with ambiguity &amp; complexity</li> <li>• Setting the right example</li> <li>• Communicating &amp; influencing</li> <li>• Collaborating</li> <li>• Developing self &amp; others</li> <li>• Operating with ethnics &amp; professionalism</li> </ul>	<b>E</b>	<b>A, P, I</b>

### Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION