



ROLE DESCRIPTION

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

1. Primary Purpose of the Post
To provide high quality Project Management to ensure project objectives are met, the project is completed on time and within budget.
2. Your responsibilities
<ul style="list-style-type: none"> • Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters. • Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects. • Forging collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts. • 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. • Developing and maintaining project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions and benefits planning and realisation escalating as appropriate. • 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. • 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. • Organising, facilitating and participating in project-related meetings, workshops and events (including off site).



- 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"> • Commercial management • Budgeting & financial management • Business case & benefits management • Governance & controls • Communications & stakeholder management • Planning, scheduling, dependency management • Quality management/solution design • Change control • Resource, capacity & capability management • Risk & issue management. • Benefits management 	E	A, P, I

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

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision, Priorities and Behaviours of LCR Combined Authority.	E	A, I
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.	E	A, P, I

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

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