

Job Description

Directorate:	Resources		
Service:	Change & OD		
Location:	County Hall, Preston		
Salary range:	£46,142 - £51,356	Grade:	10
Reports to:	Portfolio Manager	Staff responsible for:	No

Job purpose and scope

Reporting to the Portfolio Manager the Project Manager will play a critical role in delivering the council's strategic change portfolio programmes and projects.

The Project Manager will lead on all aspects of allocated project delivery ensuring they are set up for success. Working with Senior Responsible Owners (SRO) to 'deliver projects right'. The Project Manager will be an integral part of the PPMO who make change happen for the organisation. They may be expected to work in a matrix management environment operating delivery within Portfolios or major programmes.

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

- Day to day management of a single large project or a number of smaller projects from appointment
- Delivering projects as part of a wider 'programme' in support of a programme manager where required
- Being the day-to-day lead on behalf of the Senior Responsible Owner (SRO), ensuring successful delivery of the project

- Planning and designing the project and proactively monitoring its overall progress, resolving issues, and taking action
- Develop and implement the project's governance framework
- Managing and resolving risks and issues
- Managing overall integrity and coherence of the project, and developing and maintaining the project environment
- Manage the project(s) budget, monitoring the expenditure and costs against benefits as the programme progresses
- Manages the appointment of individuals to the project delivery teams
- Ensures delivery of quality products and services from projects meets requirements
- Manage the project team to deliver allocated planned priority deliverables.
- Manages the efficient allocation of resources
- Manages internal and external suppliers
- Manages communications with stakeholders
- Manages dependencies within and outside the project
- Reporting progress at agreed intervals to the SRO and business level or organisational boards
- Manages and navigates the projects through critical stage gates of delivery assurance and/or through governance where decisions or escalations are required
- Contributes to PPMO development and acts as a champion of any new initiatives

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Qualified professional project manager or equivalent with significant relevant experience
- Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding project roles

Experience

- Experience at management level; managing large and/or multiple smaller projects
- Experience of working across Directorate services within multidisciplinary teams; managing projects, and teams outside of direct line management.
- Experience working across services outside of the area of responsibility to ensure delivery of corporate objectives.
- Experience leading, inspiring and motivating teams to drive projects forward, achieving high quality delivery
- Experience leading projects across a large and complex organisation.
- Experience of engaging, guiding, and influencing senior managers within the area of responsibility.
- Experience managing budgets of some complexity and risk and realising significant benefits.
- Experience of shaping projects from feasibility to implementation and closure across the area of responsibility.
- Experience of developing and delivering business cases (5 case model).

Essential knowledge, skills & abilities

- Ability to work positively with a full range of individuals and groups in the project
- Ability to develop and maintain effective working relationships with other members of the project management team, senior managers, project teams, and third-party providers
- Proven management skills to take on the responsibilities required of the role
- Skills in resolving complex problems and managing conflicting issues
- Proven credibility within a project environment and ability to influence others
- Strong technical knowledge for planning, monitoring, and controlling projects, including management of risk
- Strong knowledge of project management approaches and methodologies (waterfall, agile or hybrid)
- Knowledge of business change methodologies and approaches
- Good knowledge of budgeting and resource allocation approaches

Project Manager

- Ability to work in a complex environment and network across organizational boundaries; influencing and negotiating with others to ensure that deadlines are met.
- Experience of using IT systems to gather, analyse and present information.
- Experience in delivering presentations and facilitating workshops to co-design solutions with senior managers and front-line staff.
- Ability to work with elected members, board members and senior staff from internal and external organisations.*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.