

## Role Profile

<b>Job Title:</b>	<b>Projects Manager (Corporate)</b>
<b>Location:</b>	<b>Colindale (Hybrid)</b>
<b>Department:</b>	<b>Programmes, Performance and Risk (PPR)</b>
<b>Directorate:</b>	<b>Strategy &amp; Innovation</b>
<b>Grade:</b>	<b>Grade K (£56,376- £61,653)</b>
<b>Type of Working:</b>	<b>Hybrid Working</b>
<b>Reports to:</b>	<b>Head of Programmes, Performance and Risk (PPR)</b>

### 1. Job Purpose:

Working closely with the Head of PPR, the post holder will lead on high-profile projects and programmes in support of the council's key strategic priorities, ensuring effective governance and reporting arrangements are in place. They will work collaboratively across multiple service areas, directorates and organisations.

The post holder will operate in a matrix management environment, including working with directors and service managers to deliver change.

The post holder will be flexible, highly motivated and enthusiastic. They will demonstrate a track record of delivering high quality outputs during times of pressure; an ability to master new and complex subject areas and problem solve; and display excellent judgement and political awareness.

### 2. Key Accountabilities:

#### 2.1 Project and Programme Management

- Lead on high-profile projects and programmes in support of the council's key strategic priorities, providing expertise and resource to ensure that projects and programmes are run to time and budget and to a high quality; and deliver key outcomes. This may include leading on the procurement of goods and services in accordance with the new procurement model.
- Provide advice and support to project and programme boards at specific points of the project/programme cycle, from initiation to project management and delivery of benefits.
- Define project scope and lead on the design of business cases, project plans, resources and controls.
- Undertake research and analysis, options appraisals, assessments and evaluations to support outline and full business cases.
- Advise on the most effective and efficient delivery model for new projects.
- Ensure value for money is achieved through the design and delivery of projects and programmes.

- Ensure project controls and governance arrangements are in place and regular reports are provided to project and programme boards, senior management meetings and committees.
- Analyse financial and other resource requirements of projects and programmes; ensure budgets are managed within agreed financial parameters; and undertake budget monitoring and forecasting.
- Client any contracts with external consultants or providers, undertaking gateway reviews and quality assurance activities, including commissioning specialist external advisory support as required.
- Ensure benefit realisation plans are in place and benefits are tracked/tested.
- Ensure change is effectively managed, advising on engagement activities or other controls.

## 2.2 Corporate Programmes Framework

- Work with the Corporate Programmes Manager(s) and Head of PPR to establish governance arrangements and provide assurance on the delivery of key projects and programmes to meet the council's key strategic priorities.
- Oversee governance arrangements, including appropriate risk and issue management related to key projects and programmes.
- Ensure key projects comply with project management guidelines, including correct use of project templates such as issues and risk logs.
- Maintain oversight of key projects and programmes and reporting to relevant Boards and/or CMT, including a repository of key documents.
- Establish criteria for escalating risks and issues on projects and programmes to senior managers and CMT and ensure compliance with this.
- Provide project and programme reports and relevant analysis for key stakeholders.

## 2.3 Project Advice and Support

- Provide advice to project leads on project and programme management, such as on business cases, project plans, resources and controls.
- Challenge and review project management and delivery, identifying areas for improvement, advocating for effective project management and the delivery of benefits.
- Respond to internal audit reviews and implement action plans within agreed deadlines, including improvements to project management guidelines and templates.
- Commission and/or provide training to project sponsors and project officers on the council's approach to project and programme management, including project management guidelines.
- Support a culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.

## 2.4 Leadership and Management

- Provide strong and visible leadership on the design and management of projects and programmes, advising on the management and delivery of change across the organisation.
- Develop effective working relationships with internal stakeholders, councillors, partner organisations and external bodies.

- Develop, lead and manage multi-disciplinary project teams to ensure projects are successfully delivered.
- Manage project officers and graduate/apprentice placements assigned to specific projects and programmes.

## 2.5 Communications

- Ensure effective working relationships and communication with all stakeholders in relation to project and programme management, building support and engagement.
- Ensure any issues or complaints are dealt with, and resolved, in an effective and timely manner.
- Communicate, maintain and continuously review the use of corporate standards for project and programme management.
- Seek to continuously improve the level of service provided by the team, using performance information where appropriate.

## 3. Financial Responsibilities:

- Manage project and programme budgets within agreed financial parameters and undertake budget monitoring and forecasting.
- Make recommendations to ensure financial outcomes are met in respect to time, quality and cost ensuring early warning of project overspend.

## 4. Health and Safety Responsibilities:

- As an employee of the London Borough of Barnet, you are required to:
  - Abide by Barnet's health and safety policy and associated arrangements.
  - Complete mandatory health and safety training.
  - Follow safe systems of work and use devices/guards provided for safety.
  - Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
  - Report any Accident/Incidents/Hazards.
  - Take care of your own and other's safety, health and wellbeing.

## 5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

## 6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above and which is on occasion outside

of normal working hours and/or at locations that differ from the primary place of work. Such duties, however, will fall within the scope of the posts, at the appropriate grade.

This job description is not exhaustive and may change as the post or the needs of the council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

## **7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## Person Specification

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<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent by experience.</li> </ul>	Essential	Application
<ul style="list-style-type: none"> <li>Project/programme management qualification or equivalent by experience.</li> </ul>	Essential	Application
<ul style="list-style-type: none"> <li>Management qualification or able to demonstrate significant experience, competence and capability in the management of multi-disciplinary teams and resources.</li> </ul>	Essential	Application
<b>Experience and Knowledge</b>		
<b>Project and programme management:</b> <ul style="list-style-type: none"> <li>Comprehensive understanding of the principles of effective project and programme management, including governance and strategic decision-making.</li> <li>Strong knowledge of project and programme management and change management tools, techniques and methodologies and experience translating it into practice.</li> <li>Experience of managing multiple projects and programmes and successful completion of these.</li> <li>Experience in developing high quality and robust business cases, PIDs, project plans and RAID logs – and other project management documentation.</li> </ul>	Essential	Application/ Interview
	Essential	Application/ Interview
	Essential	Application/ Interview
	Essential	Application/ Interview

<ul style="list-style-type: none"> <li>• Experience of working successfully at a senior level in a complex multi-disciplinary organisation demonstrating an ability to contribute to corporate and directorate goals.</li> <li>• Experience of leading transformational change in a complex environment.</li> <li>• Experience of managing project and programme budgets.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>
<p><b>Local Government:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the major issues facing local government and an understanding of the national policy context.</li> <li>• Experience and/or understanding of local authorities' decision making processes and the context in which they operate.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>
<p><b>Skills and Ability</b></p>		
<p><b>IT Skills:</b></p> <ul style="list-style-type: none"> <li>• Able to fully utilise Microsoft Office products in particular Outlook, Word, Excel and PowerPoint.</li> <li>• Ability to prepare dashboards in PowerBI.</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application/ Interview</p> <p>Application/ Interview</p>
<p><b>Planning, Organising and Controlling Skills:</b></p> <ul style="list-style-type: none"> <li>• Proven ability to manage a complex workload and deliver high quality, accurate and timely work without supervision. This requires an ability to identify matters which require urgent attention and to manage conflicting priorities and respond to unexpected demands.</li> <li>• Ability to lead on projects and programmes with a track record of delivery, including the analysis of data to produce meaningful reports around project and programme delivery.</li> <li>• Ability to move between different project and programme challenges and fields of expertise at short notice to support delivery of a programme portfolio.</li> <li>• Ability to analyse and interpret complex information quickly and produce findings and recommendations for actions/areas of improvement.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>

<ul style="list-style-type: none"> <li>Ability to prepare reports and presentations on potentially complex issues and present to a variety of audiences in an effective and clear style.</li> </ul>	Essential	Application/ Interview
<p><b>Communicating and Influencing Skills:</b></p> <ul style="list-style-type: none"> <li>Excellent communication, stakeholder and relationship management skills, with proven ability to integrate well into a team and build relationships with a diverse group of senior stakeholders, including councillors.</li> <li>Strong interpersonal skills and able to challenge, support, influence and engage senior management and other stakeholders in a professional and effective manner, responding to different perspectives and taking a cross-organisational perspective.</li> <li>Ability to work collaboratively across the organisation and with partners and provide leadership on projects and programmes.</li> <li>Ability to lead a multi-disciplinary project team, working across services and directorates in a virtual environment, including planning and delivering work to specific timescales.</li> <li>Promotes a culture of continuous improvement and responsiveness to change.</li> </ul>	Essential	Interview
	Essential	Interview
	Essential	Interview
	Essential	Interview
	Essential	Interview
	Essential	Interview
<p><b>Initiative and Innovation Skills:</b></p> <ul style="list-style-type: none"> <li>Continuous ability to source, assimilate and analyse data and information relating to wide range of services and translate into an easily understood format.</li> <li>Ability to work autonomously and determine the best course of action in a given situation, recognising process and protocol constraints.</li> <li>Ability to problem solve and identify innovative solutions to challenges.</li> <li>Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.</li> <li>Demonstrates a high level of personal drive and energy that sets an example to others.</li> </ul>	Essential	Interview
	Essential	Interview
	Essential	Interview
	Essential	Interview
	Essential	Interview
<b>Values and Behaviours</b>		
<b>Caring</b>		

Integrity - I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Support - I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt.	Essential	Interview
<b>Learning to Improve</b>		
Insight - I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile - I am fully empowered to act within the scope of my role.	Essential	Interview
<b>Inclusive</b>		
Champion Diversity - I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
<b>Collaborative</b>		
One Team - I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others.	Essential	Interview
Accountable - I accept responsibility for my own actions and decisions and demonstrate commitment to ensuring these align to what is best for Barnet.	Essential	Interview
Outcomes Focused - I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards.	Essential	Interview