

Project Manager

Salary: Band 11 £45,718 - £49,764 per annum

Hours: 37 hours per week

Contract: Permanent

Reports to: Head of PMO

What is the role?

The Project Manager is part of the Programme Management Office within the Corporate Service directorate reporting directly to the Head of PMO and will be responsible for delivering diverse projects of varying sizes and complexity across all Directorates within the Council.

You will be responsible for defining the project brief, scope, objectives, deliverables and desired outcomes, whilst identifying assumptions, risks, issues, dependencies and constraints for projects, delivering either new or changes to services and business processes for complex and technical projects.

You will be fully accountable for the management, control and delivery of the project, including all financial aspects, ensuring the project is delivered within scope, schedule, budget and quality parameters.

You will be expected to collaborate with Senior Customers, Third Parties and Heads of service, including providing regular updates and reports to project boards, with progress against scope, schedule, and budget, whilst providing details of critical risks and issues, along with the impact and mitigating actions.

You will:

- Manage the project estimating process
- Manage the staffing of the projects, organise the team and project objectives to ensure communication and understanding of deadlines
- Control project requirements, scope and change management issues
- Perform ongoing review and project status and identify project risks. Recommend and implement risk mitigation solutions as appropriate
- Undertake project status review meetings across the entire project with project team members and customers
- Act as an expert in providing direction and guidance to process improvements and establishing policies

- Participate in delivery assurance reviews to ensure adherence to project management policies and procedures.
- Frequently represent the organisation to external suppliers and third parties
- Work with management on project proposals, contracts, estimate and schedules
- Mentor and advise team members to accomplish project goals, to meet schedules and resolve technical/operation issues

Who is the person?

You need to demonstrate tangible evidence of your proven experience and success in the following areas:

You must have:

- Attained a professional Project Management certificate, or working towards one, such as PRINCE2, PMI or APM
- At least 5 years of experience delivering medium to large scale projects
- Experience of working with techniques and approaches related to project definition, project planning and estimating, risk and issue management, benefits management, managing and controlling of project phases, implementing of new and changed business processes
- Experience working with project assurance and robust governance practices and techniques
- Experience with defining, planning, estimating and start-up of new projects
- Experience with owning, managing and controlling all aspects of project execution, including schedule, risks and issues, budget, scope and deliverables
- Business engagement, stakeholder engagement management, contract management, procurement process and resource management
- Strong understanding of managing project finances including costs to date, forecasting and earned value
- Experience with reviewing project schedules, scope, finances and risks and issues, to identify activities and recommendations for 'rescuing' failing projects

Skills:

- Leadership
- Excellent interpersonal skills including relationship building, influencing and negotiation
- Strong communication skills both oral and written coupled with excellent literacy and numeracy skills
- Subject matter expert in project methodologies and techniques
- Estimating and scheduling management
- Strong analytical and problem-solving skills
- Financial management
- Assumptions, dependencies, risks and issues management
- Supplier and contract management
- Ability to work both collaboratively and independently
- Change management and project assurance
- Highly organised, strong attention to detail and the ability to work in a pressurised environment with competing demands
- Excellent use of the Microsoft Office suite of tools, including MS Project
- Business process mapping and implementation

Desirable:

- Experience in local government

Additional information**General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other

way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.