

Local Government Reorganisation Project Manager

Salary: Band 11 - £47,181 to £51,356 per annum

Hours per week: Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

Contract type: Fixed Term until 31st March 2028

What is the role?

The Project Manager will be responsible for delivering diverse projects of varying sizes and complexity which directly contribute to PCC's Council Plan, priorities and strategic aims. This is a generic project management role with a specialist focus on Local Government Reorganisation (LGR) activity, supporting the planning, mobilisation and delivery of LGR-related programmes and workstreams.

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 others across the organisation 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, estimates and schedules
- Mentor and advise team members to accomplish project goals, to meet schedules and resolve technical/operation issues
- Support LGR programme mobilisation, including workstream planning, interdependencies and critical path management across multiple service areas
- Coordinate LGR governance, reporting and decision-making, ensuring clear audit trails, timely papers and actions for boards and working groups
- Manage delivery of key LGR activities such as service transition planning, operating model/process design, and implementation of required change
- Work with stakeholders to identify and track LGR benefits, costs and risks, including impacts on people, systems, assets and contracts
- Ensure communications, engagement and change management activities are planned and delivered to support LGR outcomes

Who is the person?

You must have:

- Attained a professional Project Management certificate such as PRINCE2 Practitioner, PMI or APM
- Demonstrable experience of delivering change or transformation at scale in a complex organisation. Experience of transformation in the public sector would be desirable as would knowledge of LGR (Local Government Reorganisation) programmes, workstreams and/or transition activity.
- At least 5 years of experience delivering medium to large scale projects or transformation initiatives, within local government
- Experience of project managing mergers and/or acquisitions and associated transition activity would be desirable.
- 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

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

General Data Protection Regulation (GDPR)

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