

JOB DESCRIPTION

TITLE: Project Manager

POST NO: New

DEPARTMENT: Corporate and Customer Services

DIVISION: Customer Access and Business Transformation

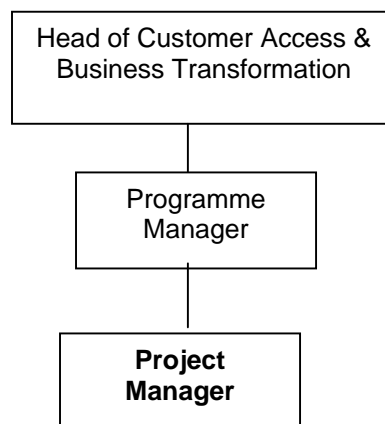
RESPONSIBLE TO: Programme Manager Luton Excellence Programme

GRADE: M3

PURPOSE OF POST:

To lead, manage, co-ordinate and deliver the implementation of major projects of a highly visible and complex nature inline with Luton Excellence Programme (LEX) to achieve savings of up to a target of £20m by the end of 2010/11. The projects are likely to be cross cutting and significant in terms of size, impacting on all areas of the council. Projects are to be delivered in accordance with Lean management and Prince 2 methodologies.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Develop, establish, plan, co-ordinate and manage a number of projects to successfully deliver LEX programme. Ensuring that project plans and inter project dependancies are resolved through detailed project management briefings and inter project group meetings. 30
2. Set up projects according to Prince 2 Project Management and Lean methodologies, taking responsibility for the achievement of project outcomes, agreeing and managing project resources (staff and financial) so that they are applied as efficiently and effectively as possible; and the project stays within budget and meets time plan. 20

3. Provide resource management to multiple project executive board and implementation teams, reporting to Executive and Management Boards as required on project performance, progress, issues, budget position and change requirements. 15
4. Establish and maintain constructive working relationships with customers and stakeholders to ensure the programme of projects are implemented in an effective manner which delivers the cost efficiencies and change management expected by LEX. 15
5. Support the management review of the LEX annual work plan so that it accurately reflects the objectives and priorities for service delivery as identified within Council's service plans. Advise management on the adjustments made to smooth competing priorities and workforce resource requirements and ensure that the savings identified in the business case are monitored, realised, and collected. 15
6. Ensure that key stakeholders are identified and communicated with in such a way that they remain committed to the project throughout its course and that disputed issues are escalated appropriately to bring resolution. 5

DIMENSIONS:

Supervisory Management: Management of project team
Financial Resources: Management of Project Budgets
Physical Resources: Access to hardware and software
Other:

CONTEXT:

The Council wants to put customers at the heart of all that it does and to ensure that they are dealt with in the most efficient and effective ways. It is anticipated that a consequence of implementing these aspirations will be significant savings. It is hoped that savings resulting from this programme will make a significant contribution to any budget shortfalls in future years lessening the need to achieve savings in a less strategic way across the Council.

A number of significantly sized projects will be established as a part of the programme, mostly cross cutting in nature, impacting on every service. An organisational culture will be sought where Lean Management principles are part of the everyday approach of staff from all levels and services within the Council.

A small Corporate Team is being established to facilitate the delivery of the programme, working with service based staff. Project Managers will be key to the delivery of Programme aims through the delivery of individual projects with far reaching implications ensure legislative and business service commitments are met and to develop the project management service inline with Council and Consortium demands.

The Project Manager will lead and take responsibility for the delivery of projects within the Luton Excellence Programme. This programme is the highest priority for the council over the coming years, seeking to transform customer experience and.

Project Managers will have responsibility for ensuring that projects are delivered to milestones and on budget and that the required outcomes are achieved. They will

apply resources, both staff and financial in the most effective and efficient way. They will also ensure that savings are achieved as set out in business cases.

The role will be key and fundamental in the successful delivery of the different projects with the Luton Excellence Programme. The Project Manager will be responsible for ensuring all projects within their remit are documented as per the governance that is set out within the Programme and that key stakeholders are kept informed of progress. The role will be accountable to, and work with, the Programme Manager in delivering lean thinking methodology across the programme and Council.

Physical Effort: Commensurate with normal office environment.

Working Environment: Normal office conditions

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attribute	Essential	How Measured	Desirable	How Measured
Experience	Indepth experience of complex project development, implementation and management in a large-scale organisation.	1,2	Project Management experience using a Prince 2 methodology	
	Demonstrable experience of managing and motivating teams to achieve specific business outcomes	1,2	Demonstrable experience of working in the public sector	
	Demonstrable experience of resource planning and cost control in a multi-project environment.	1,2		
Skills/ Abilities	Able to negotiate with and influence staff at all levels of the organisation	1,2		1,2
	Able to plan, organise and manage workload and complex projects to meet often conflicting targets and deadlines to achieve outcomes to timescales	1,2		
	Able to follow detailed guidance documents and write complex reports	1,2		
	Able to motivate team members	1,2		
	Methodical, accurate and thorough attention to details	1,2		
Equality Issues	Demonstrable knowledge and understanding of the equality issues and legislation - ability to integrate equality issues into business solutions.			
Specialist Knowledge	Practical knowledge of Prince 2 and Lean Management methodology	1,2		
Education	Qualification in project management (PRINCE II) or proven relevant experience	1, 2 & 4		

Other Requirements	Able to adjust working arrangements to meet the demands of the service	1,2		
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995 & 2005), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)