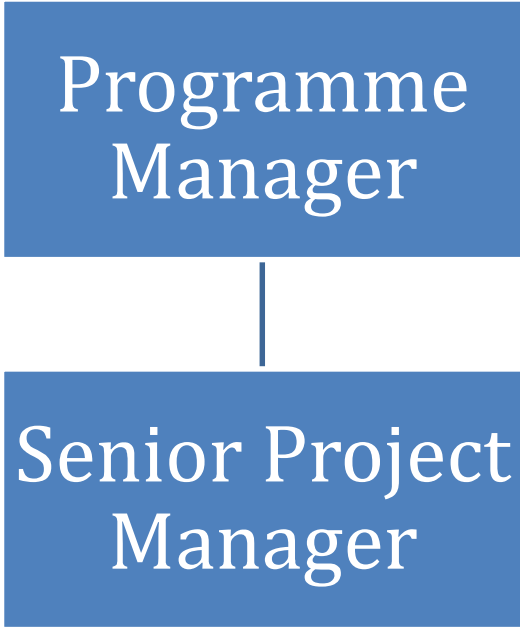


Job Description

Department:	ITDS
Division/Section:	Corporate Services
Job Title:	Senior Project Manager
Post No:	
Grade:	Grade 13
Reports to:	Programme Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	Subject to consultation  <pre> graph TD PM[Programme Manager] --- SPM[Senior Project Manager] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0

Size of budget: (Per annum)	
Job Purpose:	<p>The development and delivery of IT Projects across Peterborough City Council. The project skills required to deliver such a programme are immense and require detailed knowledge and understanding of project management, procurement and commissioning of major projects, stakeholder engagement, land deals, negotiations and the promotion of statutory legal processes. Importantly, the Senior Project Manager has responsibility for driving forward innovative ideas in IT, project management and be able to communicate and seek Business Case approval through detailed analytical reports to Project and Programme Boards and with key stakeholder groups</p> <p>In addition, the role requires a strong ability to run Project Boards, bringing together a wide range of stakeholders across the Councils.</p> <p>To support the Programme Manager and other managers within ITDS in delivering the Council and Directorate's objectives</p>

Main Duties and Responsibilities:

Main accountabilities
<p>Project Management Expertise</p> <ul style="list-style-type: none"> • Provide leadership support within the ITDS service to ensure the effective delivery of IT projects. • Direct, guide and manage major complex project delivery to ensure that objectives are delivered for the project to high quality, forecast delivery times time and budget targets. • Lead on key aspects of project expertise within ITDS commissioned projects in order to ensure they apply the highest level of knowledge, experience and expertise are used in resolving major issues and enquiries. • Manage the approval of IT commissioned projects taking account of detailed design, procurement and programme, customer consultation. • Provide advice to, and act as a centre of expertise within ITDS on the infrastructure, Project Management, Procurement, Engagement and delivery of the IT & Digital Strategy, Projects and Programmes. • Provide a prepare detailed reports to the Gating and Project Boards in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements. • Develop efficient and effective processes for the review of projects, report to Programme & Performance Manager on project delivery dates, slippages and forecast delivery dates across the life of the project. • Mange suitable PM software package to manage the programme delivery. • Plan, manage and lead projects, initiatives and events, ensuring the effective co-ordination and integration of organisation and service activities and securing active engagement by identified participants in order to meet project goals and the Council's objectives. • Devise, implement and manage systems for the delivery of projects which engage directly and appropriately with colleagues, partners and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes. • Inspire others to contribute to corporate projects in order to see the delivery of better outcomes.

	Date Issued: February 2017	Last updated: June 2023
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Programme Management, Procurement and Delivery

- Actively contribute with colleagues across the directorate, the Council and our partners to ensure IT projects are delivered in the most efficient, effective and co-ordinated manner and represent VFM.
- Provide the SRO with robust forward and integrated work programmes embedded with clarity in decision making, timelines, and control processes.
- Take responsibility in ensuring major contracts are procured to maximum effect, achieve VFM targets through the stages of contract development.
- Ensure all measures are incorporated in projects and work programmes to minimise and mitigate any Risk and adverse impact on the environment, communities and businesses.
- Ensure projects and work programmes take due regard to the needs of all users of the network, especially those who are vulnerable or have particular needs.
- Advise Management informally, and through formal reports, on the planning and delivery of individual projects and the development and delivery of the work programme.

Financial, Contract and Risk Management

- Take active responsibility with the Programme & Performance Manager the control and monitoring the project. Ensure monthly progress reports on expenditure, and bids are prepared and other sources are prepared and submitted in a timely way. Report any variances to the Team Leaders.
- Report on a monthly basis the forward expenditure plan for Projects, identify expenditure shortfalls and capitalise on alternative funding options.
- Maintains and improves the transport infrastructure network to ensure expenditure is within agreed tolerances of approved budgets.
- Identify financial pressures and take action, agreed with HoS, SRO, Project Board or other relevant stakeholder, to manage and mitigate those pressures.
- Implement risk monitoring and management processes in accordance with corporate guidelines for each project. Ensure programme reflects all highlighted risks.
- Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.
- Ensure contractual process are fully complied with and followed.

Partnership Working

- Engage fully with key partners and others as required, to deliver IT projects that meet the Council's and partners' objectives.
- Promote, develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire and Peterborough, in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.
- Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness.

Communication and Customer Focus

- Ensure that customer focus is promoted as a core value and customer care is embedded in the project.
- Ensure that service objectives align with business needs to deliver outcomes that align with Council objectives.
- Ensure projects meet the needs of users and services by actively seeking input from services, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of work, aligning fully with the IT & Digital Strategy.
- Ensure stakeholders are kept informed and given timely updates about progress on the delivery of projects and work programmes.

<ul style="list-style-type: none"> Develop policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement. 	
Staff Management and Development <ul style="list-style-type: none"> Impart knowledge and expertise on specific business areas through mentoring and coaching of other staff to strengthen the skill base create more resilience within teams. 	
Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.	
To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.	
Generic Responsibilities:	<p>To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:

COMPLETED BY:

	Date Issued: February 2017	Last updated: June 2023
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