

## Project Manager – Grade 13

### Job purpose

Our vision for Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity, and low inequality where people enjoy better health throughout their lives.

Through We are Kirklees' we can deliver our shared outcomes by working with people, working in partnership, and working in a place-based way. We are Kirklees is also the journey we are on to keep improving to become the best organisation we can be. It is about a focus on delivering the best for all those who live, work, visit and invest in the area, working together with our communities and partners in ways that benefit all the towns and villages within Kirklees. This requires us to build a new relationship with communities, make best use of all available resources and collaborate with our partners. To be successful, all this activity has to be underpinned by a modern, flexible, and emotionally intelligent workforce.

Project Managers have a key role in supporting the day-to-day management of projects and have the technical knowledge, behaviours, and experience to enable change. We are looking for people who live all the Council's behaviours and continually strive for excellence. If successful, you will join an ambitious, creative, and highly collaborative team which aims to exemplify the We are Kirklees' way of doing things.

This role is based within please see specific job focus sheet. Find out more about [working for Kirklees](#).

### Key areas of responsibility

- In this role you will support the implementation and delivery of projects that contribute to achieving our shared outcomes.
- Project managers have day to day responsibility for one or more projects, managing project scope, plan, report risks, cross programme dependencies and ensure that benefits and outcomes are effectively tracked and delivered.
- A key element of the job is building highly effective working relationships with key stakeholders, across Council services and partners.
- The role involves proactive monitoring, including the identification of good practice that can be shared across the team and council.
- Project managers are required to identify and appropriately escalate any risks and issues that may impact on successful implementation.
- Project managers use tools and templates to effectively monitor progress and provide clear, concise reports.
- Project managers support work to undertake research and analysis, including research into best practice from other local authorities, the wider public sector and private sector.
- Project managers support the development of cost models and business cases as required to support investment decisions.

- Identifies all key stakeholders and manages stakeholder relationships to support implementation activities.
- Ensures that dependencies between projects and wider strategic changes are understood, tracked, and well managed.
- Describes how benefits to the organisation are identified, defined, tracked, and delivered
- Provides regular reports on progress to managers, partners, and stakeholders
- Liaises with other corporate enablers to ensure that activities are joined-up.
- Develops business cases where required to support decision making about investments.
- Advises on how new ways of working could be prototyped and piloted to support the effective management of risk.

## Position of job in organisational structure

See specific Job focus sheet

## Employee Specification

See specific Job Focus Sheet.

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

### For Office Use Only:

Job Category	Project Management	Grading ID	64730 (matched to 64360)
Job ID	80100905	Last Updated	August 2022
Job Focus	Yes	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		