

Team Leader – Grade 14

Project Management Office

Job purpose

In Kirklees, we are working with the **BUSINESS** community and partners to create more and better jobs, supporting local **PEOPLE** to have skills and qualifications to be successful. It is also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality **PLACES** and connectivity where people want to live and work and having the right infrastructures that build confidence and investment into Kirklees.

As a Team Leader in the Project Management Office you will support the Strategic Partnership Lead and Heads of Service to drive forward the project management office function to assist in the delivery of environment, climate change, housing and regeneration programmes and projects. This could also include further projects from other areas of the Council. You will have an understanding of the wider strategic ambition of the Council and be the Council's expert on all matters relating to the running, operation and implementation and delivery of an efficient project management function. We are looking for people who demonstrate all of the Council's behaviours and expectations and continually strive for excellence. You will lead an ambitious, creative and highly collaborative team.

You will represent the Council regionally and nationally ensuring that Kirklees develops and maintains positive results with a range of stakeholders.

With enthusiasm, desire and drive you will think strategically and creatively to achieve the challenges ahead. You will also have a clear understanding of the local political environment and be creative in the best use of resources to deliver outcomes and meet the challenging needs of the council's plans, programmes and strategies.

You will work collaboratively, communicating and consulting with colleagues within the Council, stakeholders and elected members to develop and maintain effective working relationships and partnerships. As a leader in the service you will be skilled in challenging and influencing at all levels.

Your leadership skills and reputation for delivering excellence will motivate those you work with and your team and enable individuals to maximise their contribution.

This role is based within Growth and Regeneration.

Find out more about [working for Kirklees](#).

Key areas of responsibility

As a Team Leader you will have a lead role in co-ordinating, leading and directing the programme including all areas of specialism.

Working closely with the Strategic Partnership Lead you will ensure the effective prioritisation of resources and that the team focuses on key initiatives, which help the Council succeed in delivering its key programmes and projects.

You will be a role model, directing and supporting staff who have the responsibility for implementing and operating the project management office alongside you. The team will assist in the delivery of key programmes/projects across a wide spectrum of Council activity, ensuring the implementation of the relevant governance activities. You will influence key partners and stakeholders to effectively engage with the Council to maximise outcomes, within the context of the project management office and its assurance processes.

You will have the insight to work collaboratively at all times, while using the relevant intelligence to lead and drive the delivery and commissioning of the activity.

You will ensure that the project management office function supports the Council's ambition for Kirklees to have high quality places, environment and infrastructure that support business, health and people's quality of life.

Having a positive approach to change is essential to us, alongside comprehensive programme management and leadership skills.

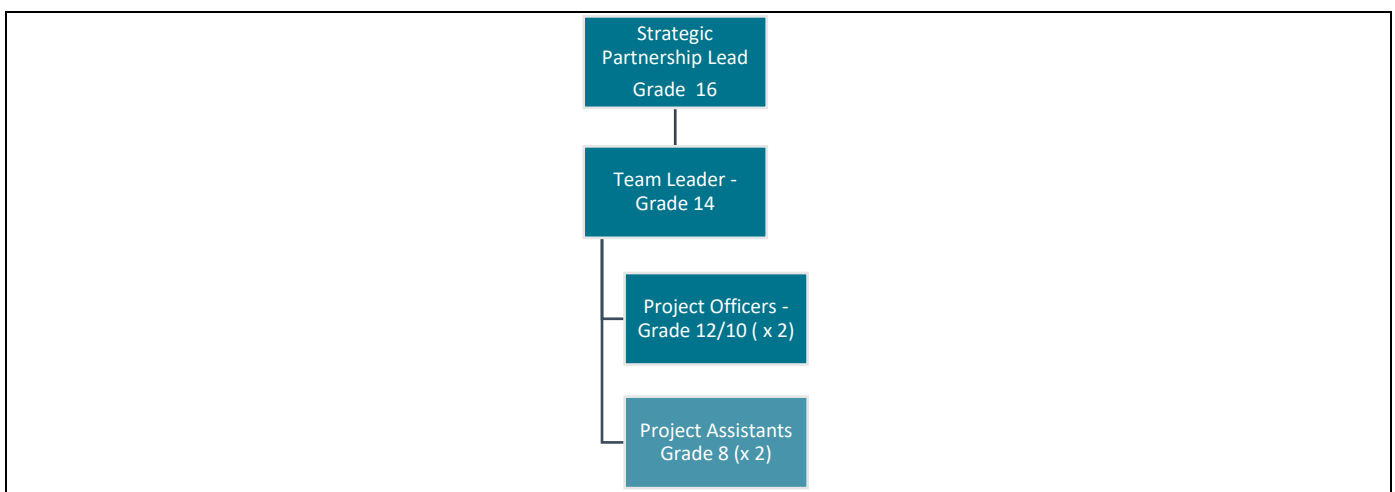
This role will require you to take leadership responsibility in a changing and complex environment. You will have a proven track record in influencing others and leading a team effectively.

Key result areas/outcomes:

- Provide effective leadership to ensure that Council priorities and projects are delivered.
- Identify, develop and direct the implementation of activities and provide effective leadership utilising intelligence to identify and lead the commission of feasibility studies, business cases and reports.
- Identify and build key relationships internally and externally to the Council to deliver and maximise priorities and outcomes, within the context of the project management office and its assurance processes.
- Responsibility for the implementation, operation, delivery, monitoring and review of a complex project management office, which will have strategic oversight of a significant number of projects and programmes across several service areas of the Council. You will develop the specifications including the timescales and reporting cycles as well as managing the budget of the function.
- Work collaboratively with stakeholders and partners to shape and influence strategy, programme and project development to assist the Council in securing funding and investment to support priority work areas, adopting an intelligent client approach.

- Leads, motivates and inspires staff and partners to deliver objectives to a consistently high standard.
- Ensures that dependencies between projects and programmes are managed effectively, ensuring programme information/data is in place to allow for effective and regular reporting, using IT and business administration systems where relevant and appropriate
- Work closely with the Strategic Partnership Lead to ensure the development and implementation of plans, programmes, projects and strategies to assist the delivery of environment, climate change, housing and regeneration programmes and projects.
- Safeguarding, health and safety and line-management responsibilities.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Recognised technical expertise and experience in the implementation, operation, delivery, monitoring and review of a complex project management office which will have strategic oversight of a significant number of projects and programmes across several service areas of the Council. Setting the specifications for the project management office, the timescales in relation to its implementation and reporting processes and budgetary control of the function (evidenced through qualifications and/or equivalent experience).	Essential
Possess a degree or equivalent qualifications/experience that demonstrates your ability to work at that level	Essential
Proven ability to lead, direct and implement large and complex programmes of work.	Essential
Proven track record of effectively commissioning large scale and complex projects and programmes to successfully deliver key priorities; using an intelligent client approach.	Essential
Have experience of managing large-scale budgets and contracts.	Essential
Experience of interpreting, analysing and using data, metrics and knowledge and implementing PMO, IT and business administration systems where relevant and appropriate	Essential
Have substantial experience of successfully leading and managing multi-disciplinary teams including matrix management.	Essential
Ability to identify, reassess and prioritise resources effectively, in a context of competing demands.	Essential
Proven ability and experience in designing, developing and implementing strategies and plans	Essential
Strong stakeholder management, influencing and relationship building skills, which includes proven ability to engage and successfully negotiate complex issues in a persuasive manner with Councillors, senior managers, partners and colleagues.	Essential
Use of technical knowledge in evaluating detailed proposals from service areas and partner organisations to identify options and make recommendations.	Essential
Forward thinking, pro-active and a proven track record to work collaboratively to manage complex, high value programmes and projects, within a project management office context.	Essential
Ability to make best use of communications to ensure outcomes are effectively achieved.	Essential

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](#).

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, on-going performance management and development and through Council communications.

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		Grading ID	
Job ID		Last Updated	19/1/21
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			

JOB FOCUS

Project Management Office – Team Leader (PMO) Grade 14 (37 hrs per week)

The Project Management Team is a newly-formed team and has a variety of responsibilities to help effectively and efficiently manage programmes and projects across several service areas of the Council, dealing primarily with climate change, environment, housing and regeneration.

The postholder will have responsibility in conjunction with the Strategic Lead for creating the team and quickly ensuring that it is effective and meets the organisation's requirements. You will also have responsibility for line-managing colleagues within the team.

Your key responsibilities will include:

- Playing a key role in supporting the day-to-day governance of the Directorates and use your technical knowledge, experience and behaviours to capture and record the decision-making that will facilitate the delivery of major projects for the Council
- Help accelerate delivery by ensuring that programmes/projects are managed effectively and consistently, including their scope, objectives/outcomes, risks/issues, cross programme dependencies and ensure that benefits and outcomes are effectively tracked and delivered
- Design and manage a business case development approach for Council capital projects that provides a consistent assurance framework, that is fit for purpose and that supports timely decision-making
- Plan, design and implement a programme management system that supports your role in proactively monitoring progress, in resolving issues and in initiating corrective action where appropriate. Ensure that programme/projects are delivered on time and with the required outcomes and that feedback is provided via the relevant governance structures within the Council
- Support and provide leadership to colleagues who have day-to-day programme and project management duties, ensuring other Council services and relevant partners are involved
- Utilise standard corporate tools and templates to ensure that robust governance and quality assurance measures are in place to monitor the effectiveness of the programme/projects and their impact on service delivery

- Build highly effective working relationships with key stakeholders, across Council services and partners
- Provide intelligence and guidance on programmes and projects to ensure services and the directorate continue to work effectively and deliver its shared outcomes