

Project Manager – Grade 14

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.

The focus of our activity is set out against these three key themes of Partners, People and Places. This will ensure greater prioritisation of resources and new and different ways of working.

As a Project Manager, you will play a vital role in leading, developing, commissioning and delivering key initiatives which support economic growth and prosperity in Kirklees. You will lead and provide expertise, in the key ER themes whilst working collaboratively with internal and external stakeholders and partners to maximise outcomes for the council. We are looking for people who demonstrate all the Council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative and highly collaborative team which aims to exemplify 'New Council' ways of doing things.

You will play a vital role to ensure delivery and the implementation of projects. You will take a lead role in a project, area of specialism and in leading multi-disciplinary teams.

You will work to ensure greater prioritisation of resources and focus on key initiatives which include business growth, strategic employment and housing sites, skills, placemaking, cultural development, connectivity and community economic development as part of the way to achieve the desired change.

You will have day to day responsibility for one or more large scale projects and programme areas, leading teams, overseeing implementation activities and ensuring all partners and stakeholders are effectively engaged to maximise outcomes.

You will provide expertise and insight and work collaboratively to deliver or commission the activity and plans needed to implement the core aspirations of the council.

You will be working to ensure Kirklees has high quality places, environment and infrastructure that support business, health and quality of life.

Having a positive approach to change is important to us, alongside sound project management, collaboration and leadership skills.

This role will require you to act as a positive champion for our approach in delivering the council's aims. You will be ambitious and committed to implementing change in a complex environment. You will have the ability to influence others and lead and support teams effectively.

Whilst you may have an area of specialism (as set out in the accompanying job focus sheet), it is the expectation that you will work across different areas of the council as required; development will be provided where necessary.

This role is based within Growth and Regeneration Directorate.

Key areas of responsibility

- Provide effective leadership and ensure priority projects and work areas are delivered.
- Ensure that dependencies between projects and wider strategic changes are understood, tracked and well managed.
- Take a commissioning approach and lead the preparation of feasibility studies, business cases, bids and reports.
- Establish, build and maintain effective relationships with internal and external stakeholders to ensure opportunities to deliver council priorities are maximised.
- Lead the delivery of complex projects to agreed specifications, timescales and budget.
- Work closely with other managers and stakeholders to support service delivery.
- Support and / or mentor other members of the team to deliver agreed objectives to a consistently high standard, using coaching techniques.
- Ensure that dependencies between projects and programmes are understood and well managed.
- Actively seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Work within the City Region to maximise investment opportunities.
- Communicate effectively, both verbally and in writing, to a range of audiences including businesses, training providers and investors.
- Contribute to the development and implementation of strategies to promote the district, attract business and investment.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Recognised technical expertise and experience in a discipline which supports the council's outcomes such as Regeneration, Housing, Transportation, Flood Management, Skills, Employment, support to Businesses or cultural development, including relevant legislation	Essential
Degree level qualification in a relevant area or can demonstrate equivalent experience	Essential
Proven ability to lead and implement large and complex projects with extensive experience in working collaboratively and in partnership.	Essential
Understanding of a commissioning role and the intelligent client approach.	Essential
Experience of leading multi-disciplinary teams including matrix management.	Essential
Ability to develop and maintain effective, professional relationships with Councillors, Senior Managers, Stakeholders, partners and external agencies and operate within Commercial and Third Sector Environments.	Essential
Ability to manage competing priorities, to work independently and deliver to agreed deadlines.	Essential
Proven ability and experience in implementing and managing strategies and plans.	Essential
Knowledge and experience in analysing detailed proposals from businesses and other partner organisations.	Essential
Forward thinking, proactive and able to work collaboratively to manage complex, high value projects, including managing budgets and contracts.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Extensive experience of contributing to the development of and writing funding bids and reporting to funders.	Essential
Ability to write clear and concise reports and other forms of communication and to adapt communication style to meet the requirements of the audience.	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](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this 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	Growth and Regeneration	Grading ID	65630
Job ID	80100892	Last Updated	January 2020
Job Focus	Yes	Career Progression	

Contractual Variants

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