

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 transformational 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.

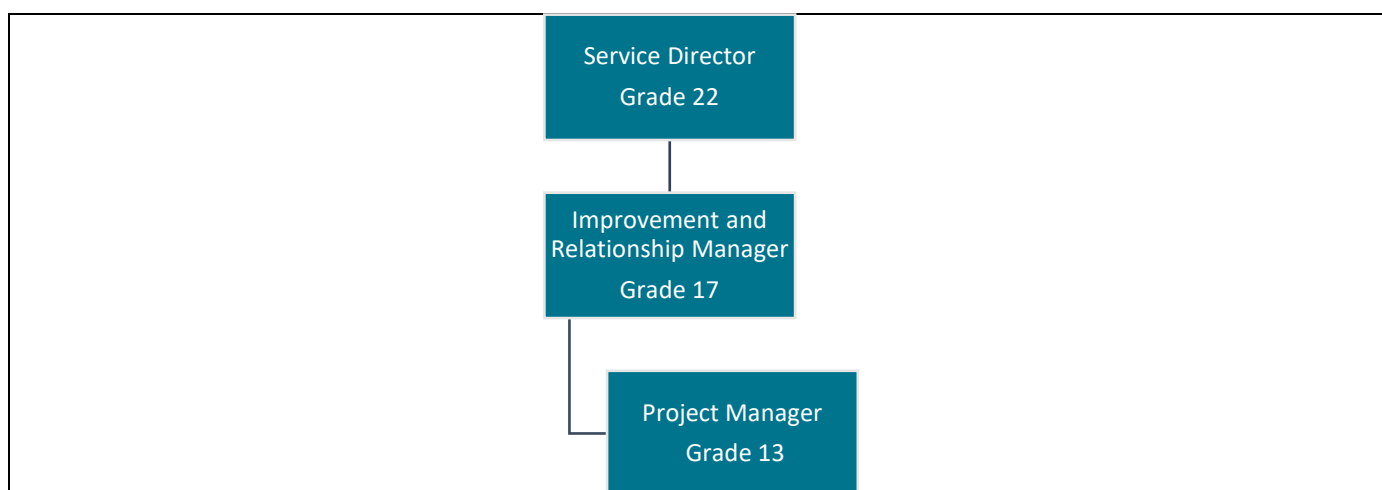
This role is based within Community and Customers Services Area. Find out more about [working for Kirklees](#).

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 manager 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.

- Oversees the day to day implementation of one or more projects.
- Is responsible for ensuring the work is planned in a way to effectively achieve the required outcomes.
- 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
- Undertakes research and analysis into best practice from other local authorities, public sector organisations and private sector bodies and makes relevant contacts where appropriate.
- 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



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of supporting the implementation or transformation or change in the council or another organisation	Essential
Understanding of good practice in project or programme management and practical experience of implementing it (a relevant qualification or training is beneficial, but not essential).	Essential
Has a pro-active approach to driving progress and problem resolution together with the ability to analyse, determine and prioritise key actions to deliver targets and outcomes.	Essential
Ability to identify problems and resolve issues through effective influencing and negotiation	Essential
Has excellent communication skills (written and verbal) and is able to communicate with stakeholders internally and externally	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Ability to compile succinct dashboards and clear and concise reports, identifying key successes and issues for resolution.	Essential
Ability to analyse and synthesise large amounts of information, develop cost models and business cases	Essential
Understands the leadership of change in a political environment.	Essential
Understands the opportunities and challenges facing local government and the wider public sector	Essential
Ability to handle uncertainty and work independently, from their own initiative	Essential
Highly organised and entirely reliable	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 2. 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	June 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	NA	DBS Type	NA
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No

DBS Category	NA	DBS Type	NA
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR			