

Project Manager GR 13

We want Kirklees to be a place which combines a strong and sustainable economy with a great quality of life; a place with thriving communities, growing businesses, high prosperity, low inequality and where people enjoy better health throughout their lives. We've been on a journey over the recent years to develop a very different organisation, one which is outcome focused.

The Council and its partners are undertaking a significant portfolio of transformational change activities that impact across the whole of the council and Kirklees. Delivering complex whole system-wide changes, focused on improving outcomes, requires us to be whole system leaders, collaborate much more with our partners, and consider new ways of working to meet the needs of citizens.

Transformation Project Managers in the team will play a key role in this by managing the day to day implementation of projects within the Transformation Portfolio. To be successful in this role you will need the technical knowledge, behaviours, and experience to enable transformational change. If successful, you will join an ambitious, creative, and highly collaborative team which continually strives for excellence as part of a modern, flexible, and emotionally intelligent workforce.

This role is based within the Corporate Strategy, Commissioning and Public Health Directorate. Applications are welcomed from candidates wishing to work part time or work flexible hours.

To find out more about working for Kirklees please click [here](#)

The Job

Reporting to a Programme Manager, you will manage the development and delivery of projects within the Transformation Portfolio. You will have day to day responsibility for one or more projects, planning and overseeing delivery of activities and ensuring that all services in scope are involved.

Developing good working relationships with all relevant stakeholders will be key, including other corporate enablers, to effectively co-ordinate activity.

You will proactively monitor progress, using agreed tools and templates, and provide clear, concise reports to the Programme Manager, Head of Transformation, and relevant governance groups.

The role also involves identification of good practice that can be shared across the team and Council. At the same time, the project manager will be required to identify and appropriately escalate any risks and issues that may impact on successful implementation.

You will support working groups to undertake research and analysis, including research into best practice from other local authorities, the wider public sector and private sector.

You will also support the development of cost models and business cases as required to support investment decisions.

You may also have line management responsibility, for any assigned project support arrangements, such as a Project Officer (or similar).

Job Checklist

- Oversees the day to day development and delivery of one or more projects within the Transformation Portfolio.
- Is responsible for ensuring the work is planned in a way to effectively achieve the required outcomes.
- Identifies all key stakeholders and effectively 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.
- Reports on progress to their Programme Manager and Programme Board using clear, concise reports and dashboards.
- 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.
- Please click [here](#) to see your responsibilities related to safeguarding.

The Person

You will be driven to achieve the best, be hard working, respectful, and thoughtful to other employees and our customers. You will have a good track record of managing large and complex projects in a local authority or elsewhere, being creative, wherever you work.

Your behaviours and skillset will give you the credibility required to gain the commitment of stakeholders and ensure projects are successfully delivered on time and within allocated resources. With a cross Council approach in mind you will understand the connections and dependencies between workstreams in the Transformation Portfolio, other Council initiatives and other strategic priorities.

Your communication and influencing skills will allow you to build positive, trusting relationships with colleagues and partners. You will also utilise these skills to positively challenge stakeholder thinking, focusing on the benefits and risks of new approaches. You will be comfortable working flexibly and managing uncertainty.

You will have the ability to manage a rolling programme of work and collaborate with different teams of people as required to support the outcomes we are seeking.

This role will require you to be highly organised, methodical, and entirely reliable. You will prioritise and plan your workload and work independently.

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.

We also expect you to role model the Council's Expectations of managers within the organisation. This role is at level 3. To find out about Council Behaviours and Expectations please click [here](#) and click on the tab "Working for Kirklees".

Person Checklist

- Experience of supporting the implementation or transformation or change in a local authority or another organisation
- 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).
- 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.
- Ability to identify problems and resolve issues through effective influencing and negotiation.
- Has excellent communication skills (written and verbal) and can communicate with stakeholders internally and externally.
- Ability to compile succinct dashboards and clear and concise reports, identifying key successes and issues for resolution.
- Ability to analyse and synthesise large amounts of information, develop cost models and business cases.
- Understands the leadership of change in a political environment.
- Understands the opportunities and challenges facing local government and the wider public sector.
- Ability to handle uncertainty and work independently, from their own initiative.
- Highly organised, tenacious, reliable.

Job ID XXXXX. 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 Recruitment Purposes: In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.