

## Project and Business Manager - Grade 10

In Kirklees, building Economic Resilience (ER) is about working with the **BUSINESS** community and partners to create more and better jobs and supporting local **PEOPLE** to have skills and qualifications to be successful. It's 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 the right infrastructure that builds confidence and investment in Kirklees.

The focus of ER activity is set against these three key themes of **Business, People and Places**. This will ensure greater prioritisation of resources and new and different ways of working focussed around the Kirklees Economic Strategy (KES).

As a Project and Business Manager, you will be instrumental in driving the delivery and implementation of projects and key initiatives such as the implementation of digital by design across a range of services. You will undertake a key role on the programme to ensure that the business continuity plan is implemented. You will lead a number of Business Support hubs to ensure a responsive efficient service is delivered to customers. We are looking for people who demonstrate all of 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 the Council's ways of doing things.

This role is based within Economy and Infrastructure. Click here to find out more [●](#)

## The Job

You will be responsible for leading a number of business support hubs in different areas of the service including development, implementation, monitoring and review of administration processes, systems and standards across the Service.

You will provide advice and guidance and will work closely with Senior Managers to ensure resources are effectively deployed to meet service needs.

You will lead on service projects such as the implementation of digital by design and seek to develop a business case for new IT systems design and improvements ensuring compliance with GDPR.

You will lead on the programme to update and ensure business continuity plans are implemented and tested so that they are fit for purpose for business support and for services.

You will make and maintain accurate records of meetings and decisions so that progress on project delivery can be tracked when implementing recommendations.

You will develop a high level of technical knowledge by working closely with managers to plan services, process applications and develop systems and procedures to train business support officers in their role.

You will be ambitious and committed to implementing change in a complex environment. You will have the ability to motivate others and co-ordinate teams or areas of work effectively.

You will lead on the development of change initiatives to improve the way the service works, monitor performance and report to programme board on progress.

## Job Checklist

- Manage and deliver projects in a multi-disciplinary team environment as directed.
- Undertake research and identify best practice, reviewing good practice to develop new ways of working.
- Work closely with colleagues and use your own initiative to make decisions to ensure tasks are progressed to meet the needs of the Service.
- Take a pro-active and creative approach to problem solving, working collaboratively to support complex projects and programmes.
- Drive the delivery of projects to agreed specifications, timescales and budget.
- Coach and support other members of the team and other services to deliver agreed outputs and objectives to a consistently high standard.
- Implement the review of fees and charges, efficiency and payment methods. Including benchmarking to compare neighbouring authorities and how they operate.
- Maintain effective communication both verbally and in writing to project stakeholders.
- Ensure that financial resources are managed accurately and effectively
- Maintain a healthy and safe working environment in line with legislation.

Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. Your business and project management knowledge and skills mean you are able to manage and co-ordinate projects which support the delivery of key ER priorities and allow you to contribute to the development of future initiatives.

Highly motivated and with a positive approach to change, your behaviour, experience and knowledge will enable you build effective relationships with team members and stakeholders working collaboratively and in partnership. A strong communicator, you are confident working with a broad range of stakeholders, and your management style ensures teams work well together and issues are creatively resolved.

Your understanding of wider Council priorities and commercial awareness enable you to grasp connections and dependencies between projects, resulting in seamless delivery of projects and a realisation of objectives. Customer focused, your high standards, attention to detail and reputation for delivering excellence will ensure you achieve positive and measurable outcomes in all areas of your work. Using your excellent IT, analytical, literacy and numeracy skills you will produce briefs, monitor project spend and analyse proposals suitable for a range of audiences, including non-specialists.

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.

To find out more about Council Behaviours and Expectations please click [here](#).

## Person Checklist

- Recognised technical knowledge and experience in planning services, processing applications, developing systems and procedures to train business support officers
- Project Management experience, including Business Process Re-engineering
- Developed communication and interpersonal skills to build and maintain effective professional relationships, lead multi-disciplinary teams and direct others effectively.
- Ability to develop and implement initiatives and monitor and report on progress and outcomes.
- Personal resilience and the ability to manage competing deadlines to delivery projects to specification, on time and within budget.
- Knowledge and experience of analysing proposals from businesses and other partner organisations, producing clear and concise reports and budget monitoring.
- Ability to adapt communication and presentation styles, both written and verbal to ensure understanding to meet the requirements of the audience, including non-specialists.
- Ability to demonstrate a positive approach, set clear objectives and standards for teams, customers and partners
- Ability to work collaboratively with other teams and partners to ensure a broad approach to planning and improve service delivery.
- Experience of leading and managing a team of staff.
- Effective networking skills to be able to build networks across the family of services.
- High level of IT, literacy and numeracy skills.
- High level of technical and specialist knowledge of HR procedures and financial processes.

*This Role 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 considered for this role you will need to demonstrate how you met the requirements of the job as described under 'The Person' and 'Person Checklist'.