

Transformation Project Manager GR 13

In order to become a New Council, we need to fundamentally change what we do and how we do it. In short, we need to transform 'the way that we do things around here'. This requires us to build a new relationship with communities, make best use of all available resources and collaborate much more with our partners. To be successful, all of this activity has to be underpinned by a modern, flexible and emotionally intelligent workforce.

The Transformation Project Managers in the team will play a key role in this by supporting 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. We are looking for people who live all of 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 'New Council' ways of doing things.

This role is based within the Office of the Chief Executive. Applications are welcomed from candidates wishing to work part time or work flexible hours.

The Job

In this role you will support the implementation of projects within the Transformation Portfolio. These are projects that seek to alter the way that we do things right across the Council.

The project managers will support this implementation by having day to day responsibility for one or more projects, overseeing implementation 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.

The role also involves proactive monitoring, including the 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.

Across all transformation projects, there will be one way of doing things, and the project manager will be required to utilise agreed tools and templates to effectively monitor progress and provide clear, concise reports to their Programme Manager, Head of Transformation and relevant governance groups.

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

To manage implementation risks, the role will also involve advising leads on ways to effectively prototype and pilot new ways of doing things, and to implement solutions incrementally.

Job Checklist

- Oversees the day to day implementation 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

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. You will have a good track record of managing large and complex projects in the Council or elsewhere.

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 New Council initiatives and other strategic priorities.

Your communication and influencing skills will allow you to build positive, trusting relationships with colleagues and partners. You can 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 that the directorate is seeking.

This role will require you to be highly organised, methodical and entirely reliable. You will be required to 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 promote and role model the Council's Expectations of a New Council manager within the organisation. This role is at level 3. To find out more 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 the Council 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 is able to 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.

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 meet the requirements for the job as detailed on the Job and Person Checklist.