

Project Manager – Grade 13

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Although your primary focus will be to both lead and contribute to a variety of projects in line with service priorities and change initiatives, you will also support and assist Senior Managers in the development of services and in the setting of measurable outcomes.

Using and promoting a project management approach you will prepare and implement project plans and be responsible for the evaluation of objectives, targets and outcomes within the project planning process. For some projects you will be expected to research and provide costed options for consideration by senior managers. You will ensure effective communication within the service with partners and stakeholders concerning specific projects. Contributing to the formulation of plans to implement programmes of change will also form part of your role.

This role is based within Resources, Improvement, Partnerships. Find out more about [working for Kirklees](#).

The Job

An important part of your role will be to act as link person with managers and staff teams affected by programmes of change, establishing communication channels to ensure stability is maintained during the period of change. You will be instrumental in ensuring staff recognise their roles in service delivery and change.

You will establish and implement systems to monitor progress against targets and to evaluate the impact of project activities providing regular reports on the progress of specific projects to Steering Groups/Management Boards.

You will participate in consultation processes with affected stakeholders and participate in steering groups to move forward the service agenda for change. Often chairing the projects groups for programmes of change, you will ensure the management of consultation processes is effective and report to Steering Groups and Senior Managers as appropriate.

You will respond to any situations which may arise as a consequence of the implementation of projects or programmes for change.

You will promote identified change in services to ensure that support is available and services are provided to meet the needs of individuals across organisational boundaries. You will be responsible for ensuring managers adopt the principles of change management enabling them to adopt good practice in the management of the service.

Job Checklist

- Ensures that the service delivers and performs in a consistent and effective way balancing service delivery with organisational priorities.
- Ensure risks are identified and addressed and that where mistakes occur action is taken and performance monitored to ensure standards are met.
- Ensures resources are deployed in the most effective way allowing self, team and service to meet required standards.
- Adapts own and team/organisational ways of working as appropriate.
- Evaluates with others the effectiveness of service improvements and agrees further action required to take them forward
- Discusses and agrees with others how services should be improved as a result of suggestions, recommendations and directives.
- Balances and prioritises competing interest, how improvements will be taken forward and implemented.
- Maintains and sustains direction policies and strategies until they are firmly embedded in the culture. Inspires others with future direction whilst acknowledging traditions and background.
- Enables and encourages others to understand the influences on services and the reasons why improvements are being made.
- Offers suggestions, ideas and views for improving services and develop direction, policy and strategies.

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. Please read our [Behaviours and Expectations](#).

Person Checklist

- Knowledge of legislation and government guidelines as they relate to the service, together with knowledge of issues facing children's social care.
- 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 analyse and synthesise large amounts of information, develop cost models and business cases.
- 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.
- Expects that an Enhanced DBS check will be required. (Read our Policy Statement on the Recruitment of ex-offenders)
- Please read our [safeguarding policy](#).

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 shortlisted for this job please demonstrate in your application how you meet the Person Checklist.*