



ROLE PROFILE

Role Title: Corporate Project Manager

Service:

Directorate: Housing & Environment

Accountable to: Director of Housing & Environment

Grade: SM1

Car Category: Essential

Work Style: Flexible Office Based Worker

Purpose of role

Responsible for leading and delivering a portfolio of complex, high-value and high-profile projects that support the Council's corporate priorities and statutory responsibilities ensuring alignment with the transformation agenda.

Providing strategic leadership, robust governance and professional project management expertise, ensuring that outcomes are delivered on time, within budget and to agreed quality standards, while realising measurable benefits.

The role acts as a trusted advisor to senior leadership, Members and partners, and plays a critical role in driving organisational change.

The post holder will be an effective collaborator who will maintain key relationships with a wide range of internal and external stakeholders.

Key Objectives

1	Lead the design, planning and delivery of complex, multi-strand projects aligned to the Council's Corporate Plan and strategic objectives.
2	Provide professional advice and challenge to senior leaders on project scope, feasibility, sequencing and delivery options.



3	Lead on effective reporting to the Executive and Corporate Management Team and Members, including highlight reports, risk logs and benefits tracking.
4	Lead in identifying, assessing and managing strategic/key risks and interdependencies for relevant projects and implementing timely mitigation and escalation where required.
5	Lead engagement with senior internal stakeholders, Members, external partners and suppliers to build good relationships, maintain commitment, resolve conflicting priorities, and manage complex interdependencies.
6	Manage significant project/Capital budgets, ensuring effective financial control, forecasting, variance analysis and value for money.
7	Lead on ensuring compliance with the Council's financial regulations, contract procedure rules and procurement requirements for the projects appropriate to the role. Lead on the development of works specifications for the agreed projects.
8	Define clear success measures and benefits realisation plans for projects, ensuring outcomes are tracked and evidenced.
9	Lead post-implementation reviews to confirm benefits delivery and capture lessons learned of projects linked to the role.
10	Manage responses to complex professional or politically sensitive issues within the area of responsibility.

Scope

This role plays a key part in driving the delivery of specific key corporate projects and will report to relevant corporate meetings and members on a regular basis. The role will lead on several key corporate projects across a variety of scopes linking closely with the Executive Management Team. The postholder will take responsibility for working closely with partners such as Tawd Valley Developments (The Council's wholly owned development company) to ensure keys projects are delivered in line with agreed timelines.



Work Profile

1. Strategy

The post holder will take the lead for the delivery of the key corporate projects which are primarily sponsored by the Executive Management Team and form part of the General Revenue Account expenditure. The role will support wider strategy development for longer term projects generated through the General Account and other corporate priorities.

2. Performance

They will have responsibility for ensuring the Corporate Projects are delivered on time and any risks and issues mitigated at the earliest opportunity and reported to the Corporate and Executive Management Teams in a timely manner.

The post holder will be accountable to the Director of Housing and Environment for the performance of the services within their remit. They will take a proactive and solution-focused approach in managing project underperformance including contractor performance. They will actively monitor and report on performance using agreed key performance indicators plus any appropriate service-level measures to ensure the effective management of projects.

They will contribute to the overall financial and service performance of the organisation through their attendance as required at the executive and corporate management team meetings.

3. Service Quality

The post holder is responsible and accountable for the quality of the services within their remit and will be held to account by the Director of Housing and Environment, who is their line manager. They will be responsible for the continuous improvement of their services and for upholding and championing agreed standards.

4. Resource Management

The post holder will have responsibility for the delivery of the Corporate Projects and will ensure resources are managed accordingly to deliver those projects.



5. Accountability

The post is accountable to the Director of Housing and Environment.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence-based and customer-focused. They will provide visible, authentic leadership and lead by example, upholding the organisation's values and standards.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will have regular (often daily) contact with Elected Members, other members of Executive and Corporate Management Teams, partner organisations and their service managers.

They will have frequent but not daily contact with members of the public including local businesses and with Human Resources, Trade Unions, regional bodies and external auditors. They will be expected to write detailed reports for committees, some of which may include technical detail that needs to be translated for the layperson and often incorporating sensitive information. They will also come into contact with personal information relating to employees and residents and will need to exercise their responsibilities in handling this information appropriately.

8. Commitment

Employees whose posts are graded above scp 43 are expected to undertake duties outside of normal working arrangements and will not normally receive additional payments as this is a recognised feature of their post.

9. Risk Management

The post holder will be expected, when attending the Corporate or Executive Management team meetings to contribute effectively to the identification, management of corporate risks for projects within their remit. They will be responsible for the effective management and mitigation of risks within the



areas/projects the role is responsible for, reporting on actions taken and escalating to their line manager when necessary.

10. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

11. Customer Focus

To meet the Council's Standards of Customer Care at all times.

12. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

13. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

14. Legislation

To comply with Data Protection legislation and all other relevant and applicable legislation together with Council policies and procedures.

15. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

16. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.



17. Environmental Improvement

The Council is committed to improving the environment, including climate change, both within the council through its delivery of services and management of sites and in the borough through its influence. We expect all employees to understand and enact positive environmental change within their role.

18. Political Restrictions

This is a politically restricted post (see Section 2 Local Government and Housing Act 1989)



PERSON SPECIFICATION/ESSENTIAL QUALIFICATIONS

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out.

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE	Educated to at least degree level	X		
Technical knowledge and qualifications	Relevant professional qualification	X		
	Professional qualifications in programme or project management (e.g. MSP, PRINCE2, APM)	X		
	Evidence of continuing professional development	X		
	A thorough understanding of the Local Government operating environment and a commitment to the principles of public service	X		
	Experience of managing large scale contracts	X		



	Understanding of relevant Procurement Legislations		X	
Planning and organising work	Experience of managing significant projects, systems implementation and/or change management	X		
	Able to operate independently, managing conflicting priorities effectively	X		
	Ability to lead a team and line manage others, with effective resource planning skills	X		
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		
Planning capacity and resources	Experience of managing large capital and revenue budgets effectively and able to demonstrate commercial acumen	X		
	Planning for long-term projects & deliverables	X		



Influencing and interpersonal skills	Political sensitivity and ability to establish and maintain collaborative working relationships with customers, businesses, Elected Members, Central Government, public sector agencies, trade unions and the voluntary sector Professionalism and credibility that establishes and maintains the confidence of Elected Members, local communities, employees and external partners/ stakeholders Experience within local government or the wider public sector	X X	X	
PROBLEM SOLVING Using initiative to overcome problems	Proven success in maximising outcomes and the efficiency of services, ensuring that they are fit for purpose, cost effective and provide value for money Demonstrable experience of developing and implementing effective outcome-based solutions to problems Ability to work strategically and operationally, to identify a range of appropriate	X X X		



	solutions to issues and problems			
Managing risk	Ability to consider and assess risks associated with the services and the Council's wider operations, undertaking risk assessments as required	X		
	Ability to identify mitigating measures that may be implemented to minimise risk	X		
Managing change	Able to demonstrate experience of effectively managing change for improved outcomes and service delivery	X		
	Ability to review team performance along with wider service performance and seek to continuously improve through implementation of changes on a regular basis	X		
	Ability to lead, manage and promote change in a positive manner to others	X		
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		



Other	Commitment to Equality	X		
	Commitment to Health & Safety	X		
	Commitment to Environment	X		
	Satisfactory Baseline Personnel Security Standard Check	X		
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	X		
	To attend and represent the service at meetings, including outside of normal office hours and attend events and activities, including weekend events	X		
	Full driving licence and access to vehicle (or equivalent mobility)	X		



COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management.
- Financial and resource management;
- Leading, motivating, and developing.

Other information

- able to travel to meet service delivery requirements.
- available to undertake work outside of normal working hours.

Signed Line Manager	Director of Housing and Environment	Date