Job Description

Service:	Policy, Performance, Transformation
Job title:	Project Manager - Transformation
Grade:	G
Hours of work:	37 – Full-time
Responsible to:	Business Performance and Transformation Manager
Responsible for	
Direct reports:	none
Indirect reports:	Project Managers (4+)
Budget:	none

Purpose of Post:

The Project Manager will play a vital role in connecting the corporate transformation goals with operational execution across the Council. You will lead on translating these goals into actionable project plans that drive measurable outcomes, fostering accountability and improving return on investment. You will help deliver a modern Transformation PMO that applies good governance standards and assurance across projects and programmes, as well as enabling value-driven outcomes.

- **Enabling strategic alignment** – You will align projects with corporate transformation goals and PMO framework. You will ensure resources are allocated efficiently and that efforts are directed towards benefits with highest business impact.

- **Leading project initiation** – You lead and support services with the creation of project documentation that enables strategic alignment and provides a sound foundation for delivery and success.

- **Managing projects** – Providing project management for corporate projects run by the Transformation team and interim project management support to ensure continuity of delivery whilst dedicated project management resource is established.

- **Building consistency in delivery** – You will assist services with successful delivery of transformational change programmes and projects, guiding project teams through transformation, fostering a culture that embraces adaptability.

- **Provide assurance and mitigate risk** – You will work across the project portfolio to undertake assurance tasks as identified by the Transformation PMO as well as proactively addressing potential issues before they impact any of your own project timelines or budgets.

- **Improving agility and responsiveness** - You will be equipped with managing various project demands within the Transformation PMO, responding quickly to new challenges, and leveraging project expertise and adapting to changing demands to ensure project success.

- **Community of practice** - Leading a centre of excellence to share learning and skills on project management to enable Council staff to fully share good practice and learn from each other. Providing peer to peer support to encourage and enable ambitious standards of compliance with the PMO framework.

Key deliverables:

To manage:

- Through collaboration with project teams the completion of project and programme documents to the standards expected within the Transformation PMO framework.
- And assist services with successful delivery of transformational change programmes and projects.
- Proactively identifying potential project issues before they impact project timelines or budgets. To investigate progress reporting concerns
- Completion of project assurance assessments and health checks against a project assurance framework, sharing reports and providing assurance to project sponsors and boards.
- Sharing learning and skills on project management and lessons learnt across the Council; to embed a community of practice

To advise:

- Leadership, services, and teams with the alignment of projects and programme with:
  - Corporate transformation goals
  - PMO framework
  - Risk management, compliance concerns and issues
  - Assurance and assessment.
- To bring constructive challenge to drive benefits with highest business impact, with options and recommendations.
- And foster a culture that embraces transformation and adaptability, guiding services with positive energy through transformation change.

- Monitoring good practice and sector innovation regarding project and programme management

To produce:

- Enabling data-driven decision-making reports, by leveraging data to forecast project outcomes, assess risks and adjust project deliverables

- Written project documentation, assurance assessments, internal communications, reports, benefits realisation, and lessons identified to promote continuous improvement, setting an example to encourage and influence the community of practice.

To support:

- Collaboration and engagement with stakeholders across the organisation, to show high emotional intelligence and communicate the values of strategic changes and mitigate resistance effectively.

Service:	Policy, Performance, Transformation

- The Transformation PMO service and team with the delivery of the Transformation programme and PMO service offer.
- The Corporate Reporting and Data Insight service with programme and project progress reporting.

Knowledge and Qualifications	Knowledge
The minimum knowledge required to undertake this role and any qualifications or training essential for the role	**Project and programme management:** High level knowledge and understanding of applying programme and /or project management. **Local government:** Good knowledge of local government and services, understanding the drivers for change and improvement, and challenges or opportunities impacting the sector. **Transformation:** Proven knowledge of transformation, service design and service improvement models and good practice. **Change management:** Good knowledge or methods and techniques to manager and influence behavioural and cultural change. **Qualifications** Educated to degree level or equivalent. Current project management qualification.
Experience Experience the person would need to do the job	Excellent record and experience in programme and /or project management across the project lifecycle. Experience of working with a wide range of senior stakeholders to bring about change. Experience of working for a PMO service and embedding and supporting project teams with good governance, process, risk, and assurance Experience of delivery of change management programmes which

	significantly impact a substantial number of staff and/or customers.
	Experience of working within project delivery teams and as part of cross-functional project teams.
Skills and Abilities Specific skills the applicant would need to do the job	**Analytical:** Ability to make decision based on the interpretation of complex information obtained from a range of sources (numerical and written). **Creative thinking:** Ability to anticipate problems and sensitive issues and act creatively and proactively to find solutions. **Communication:** Excellent reporting writing and communication skills. Ability to present written information in a structured and balanced way appropriate to the needs of the reader. **Organizational:** Strong attention to detail and ability to manage multiple tasks and projects to deadlines. Ability to perform in a constantly changing and demanding environment. **Stakeholder Engagement:** Skilled in establishing excellent connections and credibility with senior stakeholders necessary to influence and drive change. **Behaviour:** Ability to champion innovation and change, inspiring and motiving colleagues **Digital:** Familiarity with software tools like Microsoft Office Suite for data analysis, report writing and project tools. **Influence:** Ability to influence, negotiate, mediate, and persuade in challenging circumstances.

Decision Making and Impact on Others What impact the reasons made by the post holder would have on others across the Council/3C ICT	Recommendations that will affect the scope and delivery of the Council's programme Making recommendations that could close projects Highlighting the organisational gaps, risks and issues that need to be addressed Informing and clearly communicating officer and member decisions Considering relevant data when making evidence-based decisions Considers diversity issues when making decisions and proposals
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Organisational customers made up of those internal to the Council (Council wide not team specific) and other public sector organisations – high visibility. Working at all organisational levels. This is a mix of strategic and operational work. Internal customer contact – 70% (senior officers, cross section of officers) External customer contact – 30% (to support reorganisation workstreams across the nine authorities, and unitary projects/programmes.)
Personal Attributes and Other Requirements	Willing to travel across the District and within Cambridgeshire and Peterborough on occasion. Occasionally work unsocial hours Be a good team worker demonstrating loyalty and commitment to the organisation and team members
HDC values	**Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers.

	Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.
	Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.
	Respectful: We respect people's differences and are considerate to their needs.
	Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council/3C ICT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.