Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Project Manager
Service	Corporate, Community and Change
Team	Business Change
Location	Shute End / Home Working
Reports to	Programme Manager
Responsible for	N/A
Grade	9
Contract Type	FTC (12 months)
Hours	Full Time

Main Accountabilities	
1.	To act as Project Manager specifically for large scale, priority projects for WBC to meet its strategic priorities and support our approach including key senior stakeholder engagement requiring strong management of plans and milestones, monitoring and action tracking, production of outputs and working at pace. This role requires a pro-active individual who has the key skills and capacity to build strong relationships quickly, identify and understand dependencies with the ability to provide clear visibility and transparency of progress alongside supporting our subject matter experts to deliver to the required timelines.
2.	To follow the Business Change Framework methodology and ways of working. To administer and manage the project process and service project meetings. To agree and produce clear, concise project plans and delivery timescales. To identify key outputs and milestones for decision. To report to the appropriate governance forums, track and monitor actions. Adherence to WBC and supplier processes. Stakeholder Management. Record and tracking of costs / benefits. Manage Risks and Issues.
3.	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the council can improve, and to contribute to the council's ongoing success.

4.	Behaviour: Works within the council's "competency framework" and adheres to the Code of Conduct and the council's Constitution.
5.	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the council to enable the council to perform or comply with its duties under statutory health and safety provisions.
6.	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
7.	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.

Person Specification	Essential	Desirable
Education/Qualifications	Trained in PRINCE II and / or equivalent project management methodology.	
	Educated to degree level (or be able to demonstrate equivalent knowledge, skills, and aptitude).	
Experience	Minimum of 2 years Project Management experience with evidence of successful delivery.	Experience of working with 3rd party providers
	Proven experience of stakeholder management, liaising with managers and staff at all levels	
Skills/Knowledge	Proven ability in managing projects and teams to achieve agreed outputs.	Knowledge of local government
	Strong project planning skills and experience of MS project.	
	Good facilitation and communication skills.	
	Ability to work on own initiative, solve problems and take decisions to secure required results.	
	Demonstrable ability and organisation skills to prioritise project activity.	
	Ability to produce clear and structured documentation and reporting.	
	Demonstrable ability to analyse complex information from a range of sources.	
	Ability to keep calm under pressure.	
	Experience of using Microsoft including SharePoint & Teams, Word, Excel, MS Project, PowerPoint.	

Behaviours/Attributes	Works within the council's "competency framework" and adheres to the Code of Conduct and the council's Constitution.	
	To demonstrate an understanding of the Equal Opportunities policy and practice.	

Purpose Details	
Service Purpose	To drive, lead and manage change activity to increase the efficiency and outcomes for Wokingham Borough Council and its residents. Working collaboratively with senior and key stakeholders, ensuring involvement and engagement to deliver the objectives of the council's Change Portfolio. Responsible for the successful implementation of programmes/projects within the organisation, ensuring benefits are realised within the timescales agreed. To build effective relationships with Directorate teams, embedding new behaviours and a culture of continuous improvement for the future. Responsible for the Digital ambition of the council, through the adoption of technology to improve the customer experience.
Role Purpose	The post-holder will be part of the Business Change team providing project management services and competencies to support strategic programmes and activity within the Change portfolio. To be responsible for managing projects with processes and procedures that align to our governance framework. To work independently and pro-actively leading on the delivery of key council objectives, managing key stakeholders and delivering high quality outputs and outcomes under little supervision.

Supervision and Relationships	
Supervision Received	This post will report to the Programme Manager and will receive strategic and operational guidance.
Supervision Given	N/A
Contacts	This post will interact with stakeholders at all levels in the organisation and external stakeholders and partners.

Resources/Budget Management
This role will support the Finance Business Partners in monitoring budget spend on projects and programmes.

Special Requirements
Some evening work or attending evening meetings may be required on occasion.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End and home working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N

Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>