# Job Description and Person Specification

|  |  |
| --- | --- |
| **Job title**  | Project Lead |
| **Strategic team/Directorate**  | Business Improvement & Change / Corporate Services |
| **Service**  | Business Improvement & Change |
| **Business unit** | Corporate Services  |
| **Responsible to (day to day issues)** | Project Manager |
| **Accountable to (line manager)**  | Head of Business Improvement and Change  |
| **Salary grade (spinal column points only)** | Spinal Column point: 28 - 31 |
| **JE reference** | JOT47 |

# 1. Key purpose of job

**1.1** To support the Head of Business Improvement & Change to successfully manage projects and work packages on behalf of the Council, and to manage the day-to-day operational aspects of a project and its scope.

# 2. Anticipated outcomes of post

**2.1** To effectively establish and manage Business Improvement and Change projects to ensure that projects reach a successful conclusion on behalf of the Authority.

**2.2** To support and advise colleagues across the whole Council in identifying, base-lining and developing service needs, support and advice in the development and production of business cases for Business Improvement and Change projects.

**2.3** To support and advise colleagues across the whole Council in identifying, base-lining and developing service needs, support and advice in the development and production of business cases for Business Improvement and Change projects.

# 3. List key duties and accountabilities of the post

**3.1** To effectively establish and manage Business Improvement and Change projects to ensure that projects reach a successful conclusion on behalf of the Authority.

**3.2** To effectively establish and manage Business Improvement and Change projects to ensure that projects reach a successful conclusion on behalf of the Authority.

**3.3** To look ahead for potential problems and take preventative or mitigating action in advance.

**3.4** Report on project progress, insights and prognosis for the project to the Head of Business Improvement and Change, and to the relevant project board (when required), advising immediately if plan tolerance levels are exceeded.

**3.5** Report on project progress, insights and prognosis for the project to the Head of Business Improvement and Change, and to the relevant project board (when required), advising immediately if plan tolerance levels are exceeded.

**3.6** To support and advise colleagues across the authority in identifying, base-lining and developing service needs, support and advice in the development and production of outlines business cases for Business Improvement and Change projects.

**3.7** To provide the Head of Business Improvement and Change with indicative analysis on the costs and time incurred through project delivery, set against the potential benefits to make recommendations as to project viability.

**3.8** To liaise with the Head of Business Improvement and Change, team members and other colleagues across the Authority to ensure linkages/interdependencies are made with other projects and programmes.

**3.9** To deal with a wide range of complex and contentious matters requiring tact, persuasion, sensitivity and support and privileged to confidential information.

**3.10** To establish imaginative solutions or responses while managing projects and the ability to apply fresh thinking to a wide range of project issues ranging from risks and issues to project priority conflicts.

**3.11** To plan, schedule and track project timelines and milestones using appropriate tools.

**3.12** To effectively communicate project expectations and give updates to team members and stakeholders in a timely and clear fashion.

**3.13** To undertake research, gather and analyse information and provide complete and accurate presentations / reports**.**

**3.14** To ensure that project outputs align with Corporate Plan priorities and alert the Head of Business Improvement and Change of any conflicts with this and other such corporate strategies.

**3.15** Responsible for safeguarding and promoting the welfare of children at all times.

# 4. Budgetary/Financial Responsibilities of the post

**4.1** None

# 5. Supervision/Line Management Responsibilities of the post

**5.1** To manage, without direct authority staff in the Council and within other organisations to ensure project delivery, to problem solve and ensure compliance against agreed criteria.

**5.2** To lead / manage others identified who need support in delivering operational change projects

# 6. Working environment and conditions of the post

**6.1** Normal working environment and conditions – desk based.

# 7. Physical demands of the post

**7.1** Normal physical effort – desk based.

# 8. Specific resources used by the post

**8.1** None

# 9. Key contacts and relationships

**External**

External - Consultants, Contractors, Commissioned Service Providers, Key Partners & Stakeholders, Other Local Authorities, Government Departments, The public & the media, private sector bid teams & senior managers.

**Internal**

Internal - Elected Members & the Mayor, Chief Executive, Directors, Chief Finance Officer and wider Finance Colleagues, Executive Heads, Council Officers, Commissioning Partnerships.

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* The post is eligible for both hybrid and permanent home working.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* If you are required to access a government system such as HMRC, DWP or The Public services network (PSN) as part of your role with the Council you will be required to complete a basic disclose with your line manager before you can access these systems.Your manager will be required to complete a verification form that confirms your identity, nationality and immigration status, employment history and unspent convictions (third party).
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

July 2022

# **Person Specification**

## **Note for Candidate**

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form, you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

|  |  |
| --- | --- |
| **Job title**  | Project Lead |
| **Strategic team** | Business Improvement & Change / Corporate Services |
| **Service**  | Business Improvement & Change |
| **Business unit** | Chief Executive Support |

## **Skills and effectiveness**

### Essential skills and effectiveness

1. The ability to establish and manage projects, risks and issues to a successful conclusion.
2. The ability to work on own initiative under pressure and with effective time management skills.
3. The ability to provide leadership and constructive support to colleagues working on Business Improvement and Change Projects.
4. The ability to provide leadership and constructive support to colleagues working on Business Improvement and Change Projects.
5. Effective communication skills plus effective negotiation, persuasion and influencing skills.
6. The ability to present complex and sometimes contentious information in an easy-to-understand and concise manner to a range of different audiences.
7. The ability to make decisions and recommendations, sometimes at short notice and take responsibility for them.
8. The ability to develop and deliver creative solutions and fresh thinking to a wide range of project issues.
9. The ability to manage project risks and issues effectively and advise others on appropriate strategies on how to deal with this.
10. The ability to plan, co-ordinate and facilitate the work of others.
11. The ability to manage conflicting deadlines and identify and manage constant change.
12. Ability to facilitate structured workshops, meetings and other similar gatherings

### Desirable skills and effectiveness

1. None

## **Knowledge**

### Essential knowledge

1. Expertise in a project management approach to delivery of change.

2. Working knowledge of the production of project management documentation including project briefs, project approach, project plans, project initiation documents, work packages, resource plans, risk & issues logs.

3. Knowledge and understanding of the Council’s budget and Medium-Term Financial Plan cycles and the ways in which Business Improvement and Change Project targets can help meet these challenges.

4. Understanding of the Council’s governance process to ensure that deadlines are met for effective decision making timelines.

5. Up to date knowledge of computer systems i.e., the ability to use software packages such as Microsoft office (Including Project, Excel, Outlook, Word and PowerPoint)

### Desirable knowledge

1. Theoretical and practical knowledge and experience or PRINCE2 project methodology (or similar)

2. Business Process Re-engineering skills, or similar.

## **Experience and achievements**

### Essential experience and achievements

1. Experience of involvement in successful delivery of change.

2. Experience in responding to quickly changing priorities and competing deadlines.

3. Experience of full contribution as a team player.

4. Experience of working on own and where required making and justifying robust and sometimes contentious decisions.

5. Experience working across multiple departments / organisations (when required) and dealing tactfully and persuasively with complex and sensitive matters.

6. Experience dealing with staff at all levels in professional situations.

### Desirable experience and achievements

1. Experience of using PRINCE2 project methodology or, equivalent, to deliver successful projects.

## **Qualifications / professional memberships**

### Essential qualifications / professional memberships

1. Educated to Degree level standard (Including HND, professional / enhanced skill qualification) or equivalent, or demonstrable work-related experience in appropriate areas.

2. Evidence of continued professional development.

### Desirable qualifications / professional memberships

1. PRINCE2 Qualification or equivalent experience.

## Essential – Other requirements of the job role

1. Demonstrates a commitment to safeguard and promote the welfare of children and young people.
2. Ability to accommodate occasional home-working.

July 2022