

Kent County Council
Job Description: Project Manager

Directorate:	Adult Social Care and Health
Unit/Section:	Business Delivery Unit / Innovation Delivery Team
Grade:	KR12
Responsible to:	Senior Project Manager

Purpose of the Job:

Lead, manage and deliver a range of complex projects including monitoring and service improvement cycles, utilising recognised project management methodologies to ensure that all projects are delivered effectively and under an effective Communications strategy, to the required standard within the agreed deadlines.

Main duties and responsibilities:

1. Lead, manage, deliver and evaluate major service development projects in relation to the delivery of services within the Directorate, developing comprehensive project and communication plans, engaging with appropriate groups and partner agencies, to ensure that there is a coherent approach to the project and procurement processes, resulting in effective delivery of high-quality services within agreed budget and deadlines.
2. Take a lead role in establishing strategic partnerships to further projects both within KCC and with external partners, influencing the local commissioning of services and representing KCC to government departments in order to identify opportunities for policy and service development and secure external funding, optimising the funding available and improving service provision.
3. Oversee, manage and develop effective inter-agency planning processes, including project delivery and resource identification, both internally on behalf of Senior Officers and with multi-agency partners through representation at joint planning groups and forums in order to provide a robust process for major projects.
4. Oversee the supporting processes which underpin the development of the project across the Directorate, including the development of systems and procedures, to ensure that the project can be implemented efficiently and effectively within the agreed timeframe, taking into account Directorate Business Plans and objectives, in order to ensure adequate service provision within given resources.
5. Develop, monitor and review service specifications for appropriate forms of consultation, in liaison with partners, in order to regularly and meaningfully engage views from service users, members of the public and staff and responding to adverse publicity, using a variety of means, e.g. public and staff meetings, press releases etc., at key stages throughout the project to ensure completion within given deadlines and resources.

6. Prepare and present regular management reports at Director and Member level to keep them informed of the progress of projects and seek views in relation to resources, service development and timescales, raising concerns and making recommendations to ensure that the Directorate's services will be fully operational upon completion of the project.
7. Interpret and analyse the effects of legislation and policy development in order to advise Senior Officers on how this will affect project development and any action which may need to be undertaken as a result.
8. Direct, manage and motivate dispersed teams of internal and external providers for specific projects, to ensure that the projects concerned achieve their objectives in line with agreed specifications and timescales. Oversee the day-to-day line management and supervision of staff, escalating any issues when required. Co-develop personal action plans with staff, to outline areas of improvement and help drive continuous professional development.
9. Lead on major projects in an agile manner with a national focus, linking in with other local authorities and Central Government where appropriate, developing contingency plans and representing the Directorate at public events, such as giving public presentations, attending openings and exhibitions, to ensure that the County Council's views are taken into account.
10. Horizon scan and contribute ideas to innovation initiatives, projects, and activities across the Directorate at all stages of the project cycle. Implement agile approaches and methodologies, ensuring the Directorate has capacity, capability, and culture to continually improve and redesign the way it delivers services at pace.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Project Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level or NVQ5 Diploma in Management 5 or equivalent • Willingness to work towards the APM PMQ qualification *Any other relevant Project Management qualification (APM, Managing Successful Programmes, Better Business Cases, P3O etc.) or relevant experience).
EXPERIENCE	<ul style="list-style-type: none"> • Substantial experience of working in the local government sector • Substantial experience of managing major projects • Proven record of multi-agency working • Sound experience of managing and monitoring budgets with an awareness of appropriate Financial Regulations • Sound experience of managing and developing staff • Experience of developing communication strategies
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent project management skills from conception to delivery • Excellent interpersonal, negotiation and leadership skills • Excellent communication skills, both in writing and verbally, in order to communicate with senior staff at all levels, internally and externally, including Members • Excellent presentation skills in order to effectively communicate complex issues to a wide audience • Excellent project management skills, including financial monitoring, planning and improvement cycles • Ability to positively influence the outcome of decisions • Ability to form, lead and network with effective partnerships, in particular with external agencies within a mixed economy • Ability to work on own initiative • Ability to work in an agile way, balance a range of disparate tasks and meet tight deadlines • Sound analytical skills • Ability to manage, motivate and co-ordinate the work of a project team and staff at all levels, including building effective relationships • Ability to be innovative and to lead cultural change • An organised, systematic and analytical approach is necessary and the ability to accommodate a wide and complex range of issues

KNOWLEDGE	<ul style="list-style-type: none"> • Sound and comprehensive knowledge of the relevant legislative frameworks • Sound knowledge of the County Council's policies and practices impacting on projects, particularly within the planning, commissioning, purchasing or contracting field • Sound knowledge of recent government initiatives and those of other public bodies • Sound knowledge of methods and techniques to support involvement of partnership agencies • High level of political awareness, diplomacy and sensitivity
KENT VALUES	<ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding, and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make