

Job Description



Date	February 2014
Post Title	Project/Programme Manager - Business Improvement and Development Team
Post No.	HP0064
Grade	SCP 33 - 49
Section	Business & Service Development
Service Area	Human Resources and Policy
Service Grouping	Corporate Services
Responsible To	Business Service and Development Manager

Job Purpose

To develop and deliver projects and sub programmes of the Council's Change and efficiency programmes including the development and implementation of other key organisation critical priorities,

Key Results Areas

Generic Duties, SCP 33 – 49

- Project manager the development and delivery of identified business efficiency initiatives.
- Support of projects using general business analyst skills.
- Liaise with procurement and IT consultancy to ensure a co-ordinated approach, maximising the benefits of more efficient procurement and the enabling role of IT.
- Ensure robust and thorough research and analysis is undertaken to underpin the business cases for change
- To manage the relationships with key stakeholders ensuring that buy in is sought and retained throughout the project life cycle.
- Support embedding business improvement ideals and skills within the service areas.
- Provide a critical friend role to support service areas.

Additional duties beyond SCP 37

- Maximise cashable savings, performance improvement and risk reduction across council services.
- Provision of training and mentoring for both business improvement and commercial skills to service areas.

- Monitoring and reporting on the progress of projects.

Additional duties beyond SCP 41

- To lead and direct cross-functional project teams to deliver organisation critical efficiency projects.
- To lead and deliver discrete programmes of work.
- To act as an internal consultant, providing business process re-engineering expertise to projects.
- Engage, influence and negotiate at Head of Service, Director and Cabinet Member level.

Additional duties beyond SCP 45

- Lead major organisation critical projects and sub programmes of the Council's Forward Efficiency programme
- Support the procurement, negotiation and proactive contract management of external efficiency partners.
- Develop shared service opportunities with other organisations.
- Deputise for the Business and Service Development Manager.

Qualifications and Experience

Education to degree level, or equivalent relevant experience (project delivery, evidence of effecting cultural change, service improvement etc.)

Supervisory Responsibilities

Various project and programme teams

Supervision Received

Business and Service Development Manager

Principal Contacts

All Heads of Service
Members
Directors
Senior Management
Employees of the Council
External Organisations

Special Conditions

Appointment to the appropriate salary band will be based on qualifications, skills and experience. There is no automatic salary progression outside of the appointed salary band.

Political Restrictions

Posts above SCP 44 are politically restricted under the provisions of the Local Government Housing and Housing Act 1989. For further information about politically restricted posts either email human.resources@newport.gov.uk or contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
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Job Requirement



Date **March 2013**

Post Title **Project/Programme Manager - Business Improvement and Development**

Service Area **Human Resources and Policy**

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications/Knowledge		
1.1 Education to degree level or equivalent relevant experience in a appropriate role	E	Application Form(S)
1.2 Prince 2 practitioner or other project management qualification	E	Application Form (S)
1.3 Demonstrates a strong knowledge and understanding of the public services improvement and efficiency agenda and how a local authority works at both an officer and political level	E	Application Form/Interview (S)
1.4 Excellent working knowledge of ICT and its practical applications as an enabler of change	E	Application Form/Interview
1.5 Masters Level Management qualification or equivalent.	D	Application Form
1.6 Demonstrates significant knowledge of the approaches, tools and techniques used to identify, evaluate and deliver business improvement in complex organisations.	E	Application form/interview (S)
Experience		
2.1 Experience of working in a variety of commercial sectors	D	Application Form
2.2 Three years experience of project management and delivery of significant measurable outcomes.	E	Application Form/Interview (S)
2.3 Extensive experience of successfully leading, managing and delivering business improvement projects and programmes.	E	Application Form(S)
2.4 Experience of providing training and mentoring for business improvement and commercial skills	D	Application Form interview
2.5 Experience of operating, negotiating and influencing change at a senior level (eg Board)	E	Application Form(S)

2.6 Demonstrates a proven track record of managing multi disciplinary project teams	E	Application Form(S)/interview
2.7 Demonstrates experience of delivering to tight timescales	E	interview
2.8 Demonstrates experience of managing and monitoring budgets, ideally within a project environment.	E	Application Form(S)/interview
2.9 Demonstrates experience of procurement, effective contract negotiation and contract management.	E	Application Form/Interview
2.10 Demonstrates experience of developing shared service/coolaborative opportunities with multiple organisations	D	Application form/Interview

Aptitudes and Skills

3.1 Demonstrates commercial acumen	E	Application Form/interview
3.2 Ability to communicate ideas and issues effectively to a wide range of individuals and stakeholders.	E	Application Form/interview
3.3 Able to set priorities and manage the progress of own work and the work of others against competing demands,	E	Application Form/interview
3.4 Demonstrates strong negotiation and influencing style	E	Interview
3.5 Able to provide innovative and practical solutions	E	Interview
3.6 A proven ability to make improvements through the appropriate application of ICT	E	Application Form/Interview
3.7 Demonstrates evidence of working collaboratively across multiple service areas and organisations and a proven ability to develop effective working relationships	E	Application Form(S)/interview
3.8 Ability to work on own initiative	E	Interview
3.9 To be able to think strategically, plan effectively and prioritise critical actions	E	Interview
3.10 Politically astute and able to make appropriate judgements	E	Interview

Personal Attributes

4.1 Confident and willing to challenge	E	Application Form/interview
4.2 Capacity to adapt quickly to changing priorities	E	Application Form/interview
4.3 Flexible approach to work	E	Application Form
4.4 Positive under pressure	E	Application Form/interview
4.5 Resilient	E	Application form/interview

Circumstances

5.1 Able to work outside office hours as required	E	Application Form
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Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview
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