

## Post Specification

<b>Date</b>	<b>June 2023</b>
<b>Post Group Number</b>	<b>6277</b>
<b>Post Title</b>	<b>Project Lead</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS15</b>
<b>Final Grade</b>	<b>Grade 15</b>

**To be read in conjunction with the job family role profile**

<b>Service Area description</b>	
This is a key post within the Project Management Office (PMO) in the Capital Programme Team. The capital programme team is directly responsible for the delivery of the Council's capital programme, supporting a diverse range of front-line services and back office functions including Children's Services, Adult Services, Highways and Corporate Buildings.	
<b>Purpose of this post</b>	
<ul style="list-style-type: none"> <li>Lead the development and delivery of important projects including within the Capital Programme Team.</li> <li>Manage high performing project teams across any or all stages of project life-cycle.</li> <li>Undertake the procurement and management of significant contracts or multiple smaller contracts at any or all project life-cycle stages from initial feasibility to completion and handover.</li> <li>Actively develop and mentor team members.</li> <li>Manage the activities of both internal colleagues and external suppliers as required to ensure project delivery.</li> </ul>	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"> <li>Pro-actively manage project delivery to high quality standards on time and within agreed budgets. Adopting an open and balanced approach to active risk management and escalation.</li> <li>Ensure compliance with all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions.</li> <li>Ensure all projects are delivered in line with Council programme management requirements and industry best practice.</li> <li>Actively participate in the continuous improvement and development of increased efficiency by pro-actively sharing project management expertise and promoting a culture of high quality project delivery.</li> <li>Undertake and manage engagement activities across a wide diversity of internal and external stakeholders including residents, elected members, council officers, partner agencies, local businesses and central government.</li> </ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>Project with value up to £10m per annum.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>Lead project teams through matrix management arrangements.</li> <li>Manage medium size and complexity teams of external staff working under contract to the County Council.</li> </ul>

Other	<ul style="list-style-type: none"> <li>The post-holder must be equally confident at all project stages from inception to completion or be committed to their own development to enable this confidence to be built.</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>A strong track record in the delivery of capital projects.</li> <li>Experience of managing public facing projects and programmes subject to interest by local communities and the media.</li> <li>Experience in managing medium value contracts including contracts for one or more of the following design services, technical services or capital works.</li> <li>Knowledge of EU procurement rules and local authority procurement more generally.</li> <li>Developed project, programming and risk management skills including familiarity with either APM (BOK) or Prince 2 methodology.</li> <li>Demonstrable experience of working with a range of external and internal stakeholders including external funding bodies.</li> <li>Awareness of and commitment to the requirements of construction design management regulations.</li> <li>Experience of working in a commercial environment and commitment to the delivery of value for money public services.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	Minimum exposure.
<b>Physical Demands</b>	Normal effort required.
<b>Working Conditions</b>	No additional demands.
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>Cumberland Council is undertaking a step change in its modernisation and efficiency programme. The capital programme team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumberland and also in the delivery of corporate assets critical to modernised working.</li> </ul>	