

Post Specification

Post Specification - Key Information

- **Post Title:** Project Manager
- **Date:** January 2026
- **Post Group Number:** 8136
- **Job Family:** Organisational Support
- **Job Family Role Profile:** OS14
- **Final Grade:** 14

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

Service Area Description

Westmorland and Furness Council was established following local government reorganisation and incorporates services previously delivered by Cumbria County Council and the three former district councils for Eden, South Lakeland and Barrow.

The Programme Management Office (PMO) is part of the Assistant Chief Executive's functions and is responsible for supporting the delivery of the Council's Change Programme in shaping a new organisation that will deliver modern, agile, inclusive services and outcomes for the residents and communities across Westmorland and Furness.

The Council will consider and assess different models of service delivery and by acting as a facilitator, will work closely with residents and communities so they can identify what they need to thrive and be resilient and explore how services may be delivered, be they by the Council or partner organisations or through doing more for themselves. The Council will be bringing different cultures and ways of working together from former legacy organisations, and will be implementing a new operating model for how it wants to deliver services to the communities of Westmorland and Furness. As a new organisation it needs to change in order to realise the benefits of becoming a new unitary authority and is embarking on a change journey.

The PMO will have a critical role in supporting this strategic change.

The post holder will report directly to a Programme Manager within the PMO.

Purpose of this Post

- This is a high-profile role supporting project/workstream leads by developing and managing the delivery of complex projects/workstreams within the Westmorland & Furness' Change Programme.
- Working with colleagues across the council (and where appropriate key external partners) to design and implement the required change within a defined part of Westmorland & Furness'

Change Programme, taking an evidenced based approach that ensures services are customer focussed, innovative and efficient.

- The Project Manager will be responsible for defining, developing and delivering large scale projects which are complex and/or have a high level of risk attached.

Key Job Specific Accountabilities

- Proactively manage project delivery to high quality standards by preparing project documentation, in line with the council's programme/project management methodology and associated tools. Set out the project objectives, plan, costs and performance measures to ensure that work is carried out in a timely and effective manner and to meet budgets and deadlines where applicable.
- Conduct business analysis, identify and make recommendations for change to deliver service improvements and efficiency gains, and assess and challenge the impact of proposed changes.
- Undertake research involving suppliers, partners, peer organisations and representative bodies as appropriate to determine best practice and innovation relevant to the Change Programme.
- Engaging staff across the Council and partners, implement agreed solutions, ensuring compliance with the design principles, ensuring implementation and benefit realisation plans are in place, and supporting the transition between 'as-is' and 'to-be'.
- Actively engage with the project sponsor/owner and other stakeholders during the course of a project and communicate effectively on project deliverables to ensure they are well received by the recipients of the change and that the project is successfully delivered and benefits realised.
- Manage the work and priorities of the project team throughout the project lifecycle, defining appropriate products, standards and timescales, to ensure that the project delivers quality products to time and within budget.
- Advise project boards, resolving issues and recommending corrective action as appropriate so that projects are sustained and implemented, working within the agreed decision-making process/project governance arrangements.
- Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** No direct core budget responsibility but may have some responsible for management of project expenditure and working within project budgets.
- **Staff Management Responsibilities:** Organise and co-ordinate the work of staff within and across various teams, outside formal line management arrangements, to deliver projects.
- **Other:** A high-profile role, delivering projects for Westmorland & Furness' Change Programme

Essential Criteria

- **Qualifications:**
 - Degree level qualification and/or equivalent relevant knowledge and experience
- **Knowledge:**
 - Project Management Knowledge
- **Experience:**
 - Experience of developing and delivering medium and large sized change projects in a large and complex organisation, working with external partners
 - Experience of managing stakeholder relationships within complex projects with the ability to manage and resolve conflict.
- **Expertise:**
 - Ability to challenge existing practices in a constructive way to encourage others to embrace new ways of working/practices.
 - Customer focussed approach and commitment to excellent customer service.

- A track record of delivering service improvements and reducing service costs.
- Ability to work on own initiative and to work as part of a team.
- Ability to work under pressure and to effectively manage competing priorities and deadlines.
- Ability to analyse and interpret information and undertake research.
- High level of communication skills and the ability to write clear, concise, coherent reports.
- Good interpersonal skills, including negotiating, people management, motivation.
- Knowledge of the National and Local Government agenda, current issues and challenges.
- Political sensitivity and a demonstrable ability to recognise influence and manage the communication consequences of sensitive project issues.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Will involve working on multiple and competing priorities at the same time; Involvement in projects which may receive strong opinion and / or opposition from those potentially affected.
- **Physical Demands:** Predominantly office / home based, with minimal physical demands.
- **Working Conditions:** Predominantly office / home based but may be required to travel around county to varied council (and potentially partner) offices / sites.
- **Other Factors:** None

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- None