

Northumberland County Council
JOB DESCRIPTION

Post Title:	Project Manager	Service: Transformation		Office Use
Band:	8	Workplace: County Hall, Morpeth		JE ref: 1954
Responsible to: Senior Project Manager		Date: November 2010	Manager Level:	
Job Purpose: Support the successful implementation and delivery of the Council's ongoing Transformation programme				
Resources	Staff	Not applicable		
	Finance	Contributing to the efficient and effective running of the programme and projects team		
	Physical	Maintain and operate key programme and project systems		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas:				

Working conditions:	Mainly indoors
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Northumberland County Council
PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent standard of general education. Relevant professional qualification. In-depth knowledge of the main theory, procedural and practical issues relating to the service e.g. Project Management, LEAN Methodology, Continuous Improvement Knowledge of relevant policies, procedures, trends, developments and best practice Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development.	Evidence of recent and relevant management training. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience		
Recent and relevant post qualification experience in a relevant context. A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. An evidenced track record as a successful consultant/advisor. Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders Relevant experience in designing and drafting policies, procedures and other technical documents. Experience in managing projects to successfully achieve set objectives.	Experience in a particular relevant specialist area. Supervising staff and their productivity.	
Skills and competencies		
Advanced IT skills and able to effectively use ITC to achieve work objectives. Excellent analytical /reasoning and planning skills Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally. Maintains a professional demeanour in stressful and difficult situations. Good negotiation and communication skills and able to persuade others to adopt an alternative point of view. Able to work independently and to take initiative	Advanced skills in Microsoft Office.	
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council. Some exposure to working outdoors.		
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others.		

Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		
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Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits