

## ROLE PROFILE

<b>Job Title:</b>	Project Manager( <i>Generic</i> )	<b>Job Code:</b>	D/I6
<b>Department:</b>	Implementation	<b>Version:</b>	1.2
<b>Reports To:</b>	Senior Project Manager	<b>Date Created:</b>	May 2018
<b>No. of direct reports:</b>	c.1-4	<b>Member of:</b>	
<b>No. of employees in function:</b>		<b>Grade:</b>	K
		<b>Budget:</b>	£2-15m

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

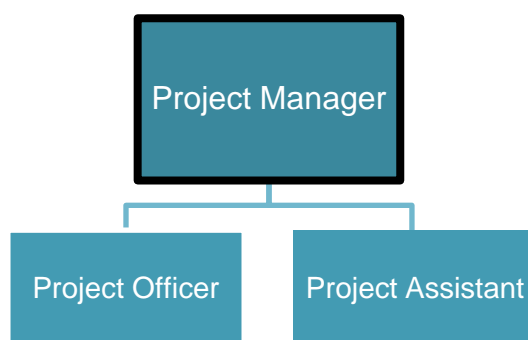
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Delivering programmes and projects to realise value in order to maximise growth.



## Job Overview:

- Lead the planning and delivery of medium/high profile projects, either in-house or working directly with/for Delivery Partners (districts).
- Act as Case Officer on medium/high profile projects.
- Work in partnership with external partners to achieve joint objectives.

- © Design, implement and maintain the systems required for delivering the objectives of your function to support WYCA in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Management:

- Line Management of Project Assistants and Project Officers as required, in line with WYCA policies and procedures, including provision of appropriate coaching and guidance support.
  - Lead and motivate multi-disciplinary teams to deliver medium/high profile projects.
  - Build mutual respect and trust with internal and external colleagues and Delivery Partners, managing the information flows between the directing and delivering levels of the project(s).
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- © Encourage a partnership approach to work across the organisation and externally.
  - © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
  - © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
  - © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
  - © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the CA's Policies and Procedures.
  - © Take a proactive approach to management of change and recruitment processes. Ensure appropriate communication channels are in place and effective between you and your direct reports (e.g. WYCA Exchange).
  - © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development requirements

### Technical Duties:

- Lead multi-disciplinary project teams to deliver a range of complex or high profile projects, as allocated, which may include, but is not limited to e.g. broadband / Enterprise Zone delivery / flood resilience / fuel poverty / housing / skills capital and innovation / smartcard technology / transport infrastructure as appropriate.
- Manage the development of business cases, ensuring the scope will deliver the capability to enable the benefits of the project to be realised, identifying tasks, undertaking specific technical works and managing works within agreed tolerances.
- Understand customer needs to manage the development of business case appraisals and submission to the Programme Appraisal Team (PAT), working with the Portfolio Management Office (PMO).
- Allocating resources in conjunction with the SRO / Head of Service and Team leads as appropriate.
- Translating customer needs (Internal depts, Public, Politicians, Delivery Partners etc.) into work packages for allocation to the project team in line with the appropriate project management techniques, documenting quality expectations and acceptance criteria.
- Ensure that WYCA's project management procedures are followed in accordance with the WYCA Assurance Framework and that reports are planned and prepared for the relevant governance and committee meetings in a timely manner.
- Responsible for the procurement, appointment and management of technical and commercial consultants, suppliers and contractors, the provision of technical input and support to projects as required.
- Preparation of briefs, reports, press releases and communications.
- Liaison with internal and external stakeholders, representing WYCA and Delivery Partners, attending and chairing meetings and site visits, including undertaking public consultation on projects as necessary.

- Responsible for ensuring projects are delivered in accordance with agreed plans, following the principles of 'Management by Exception', by creating and implementing strategies to manage time, cost, quality, risk, communication, health & safety, issues and change management, authorising work packages and using the relevant WYCA Assurance processes.
- Responsible for budgetary planning, forecasting, financial control including processing and certifying invoices for payment.
- Develop and share best practice and lessons learned across WYCA and externally as appropriate.
- Responsible for closing projects and passing the Benefits Realisation Plan to the Business Change Manager.
- Act as Case Officer on medium/high profile projects, ensuring appropriate appraisal is undertaken and reports completed to present to the Project Appraisal Team (PAT).
- Any other duties commensurate with the grade.

- © Typically work on horizons of one to five years, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.
- © Lead by example on Health & Safety matters, ensuring compliance with WYCA's Health and Safety Policy.

### Financial:

- Responsible for the delivery of projects or a portfolio of projects up to a total value of c .£2-15m, acting as Budget Holder where required.
- Responsible for planning, managing, monitoring and reporting on the budgets of allocated projects, including for Government and other externally funded projects, providing assurance to the Budget Controller in compliance with WYCA's Contracts Standing Orders and Financial Regulations, that products have been accepted by users so that invoices can be paid/authorised.
- Responsible for ensuring compliance of third parties with relevant legal agreements and grant awards.
- Ensure compliance with the Assurance process working with the PMO and Feasibility & Assurance teams and provide early warning of any budget deviations from agreed tolerances, planning corrective actions and reporting via highlight/exception reports and timely input of project information into the Portfolio Information Management System (PIMS) as appropriate.

- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against Corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

### Impact & Influence:

- Leading multidisciplinary teams for project delivery for medium/high profile schemes, leading and allocating work packages and holding self and others accountable for achieving results within agreed tolerances (time, cost, quality, scope, risk).
- Responsible for using strong influencing and conflict resolution methodology, particularly in relation to suppliers and relationships with Delivery Partners, to achieve optimum results.
- Ability to analyse and interpret data/information and communicate to a range of audiences using a range of media.
- Act as a member of appropriate Peer Review Panels, as and when required.

- © Represent the interests of your function within the context of the wider aims of the CA both internally and externally.
- © Foster good working relations across the organisation, building effective team relationships.

- © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able to deliver results in line with the vision.
- © Identify and find solutions to improve communication channels within the organisation.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Holds a Degree in a relevant field, or relevant demonstrable practical experience.
  - © Relevant Professional Qualification (e.g. PRINCE2 Practitioner, RICS, ICE, IHT, APM, CIOB)
  - © Practical experience of successfully performing in a similar role.
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- Understanding of relevant legislation and its application, e.g. (dependent on type of project) Health & Safety at Work Act and the Equality Act; Construction Design & Management Regulations, Compulsory Purchase, loan finance, specified IT programming languages and ITSO standards, National Planning Policy Framework, rail safety, highway engineering design core principles, construction and maintenance.
  - Proven Contract and Project Management skills, and knowledge of a variety of techniques and good practice
  - Significant experience of procurement procedures, including OJEU, and working with legal advisors to negotiate contracts (e.g. NEC/JCT) and/or funding agreements.
  - Applying a wide range of complex procedures to deliver medium/high profile projects, including financial systems and procedures, and reporting to Government.

### People:

- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

### Technical:

- © Demonstrable experience of managing and championing change successfully.
  - © Strong communication skills with the proven ability to influence, negotiate and challenge.
  - © Experience of making compelling business cases/ reports to a range of audiences.
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- Ability to lead, manage and motivate a multi-disciplinary team, planning and delivering diverse activities/work packages within agreed tolerances, identifying issues early and effectively resolve them.
  - Ability to analyse, interpret and assess data/information and provide recommendations to the PAT / other Case Officers.
  - Experience of working in partnership with stakeholders including political members, suppliers, public and private organisations and residents.
  - Ability to communicate complex information effectively, accurately and appropriately to different audiences using a range of media.
  - Ability to negotiate with suppliers and Delivery Partners in the public and private sector and effectively manage conflict resolution.
  - Ability to evaluate and develop new processes to deliver change management.

- Ability to work with and for internal depts. (e.g. Feasibility and Assurance) in a matrix management arrangement, if/when required.
- Ability to work with and for Delivery Partners (districts) if/when required.
- Identify when corrective action is required, recommend action or implement

### Financial:

© Demonstrable experience of successfully managing budgets.

- Knowledge and experience of applying financial systems and procedures for reporting in compliance with internal governance and assurance procedures and requirements of external funders.
- Ability to ensure value for money is obtained through rigorous project appraisal and applied knowledge of competitive procurement and value engineering techniques.

### Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

## OUR VALUE & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.

<b>To</b>	<b>champion our region</b>	<b>we will</b>	Celebrate our successes in scheme delivery and promote the outcomes / benefits they create. Work in partnership with local districts and stakeholders
<b>To</b>	<b>work together</b>	<b>we will</b>	Continue to work with all our colleagues and partners to deliver a portfolio of projects and programmes which meet our strategic priorities and derive maximum benefit for the region
<b>To</b>	<b>be open to change</b>	<b>we will</b>	Be flexible within our portfolio to ensure that we can adapt to the changing needs of our partners and stakeholders

<b>To</b>	<b>be easy to do business with</b>	<b>we will</b>	Roll-out and communicate the new Assurance Framework and PMO roles and processes, accelerate delivery of programmes through commissioning services from internal teams e.g. Legal, Procurement
<b>To</b>	<b>work intelligently</b>	<b>we will</b>	Work closely with Policy and Strategy to ensure we identify and deliver a portfolio of projects and programmes which meet our strategic priorities and derive maximum benefit for the region