Key Role Descriptors:

The role holder will develop, manage and successfully deliver complex, high value-projects and initiatives, taking direct responsibility for the successful delivery of all elements to agreed levels of time, budget and quality.

The role holder will manage, deploy and co-ordinate resources effectively, ensuring that project / initiative necessities are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams and key stakeholders within the business.

Key Role Accountabilities:

Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Manage the successful delivery of a range of highly complex projects and initiatives on time, to budget and of the right quality (using with the City Council’s standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

Proactively utilise business management tools and solutions to effectively manage resources and individual project budgets and expenditure forecasts ensuring delivery of the project to an agreed budget and providing updates on a regular basis. Effectively manage project risk through effective analysis, mitigation and contingency planning.

Deliver a range of fully assessed options for resolution of highly complex issues in order to drive effective decision-making, monitor interdependencies and risks between projects and escalating risks of potential conflicts where necessary.

Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication.
Maintain control of scope through an effective change control process, consulting with key stakeholders as necessary.

Accountable for the management of all project documentation, including effective record keeping and version control of project documentation.

A strong and clear advocate for the organisation’s *m people* approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**
Role portfolio:

The Town Hall Complex is one of Manchester’s greatest cultural and civic assets, which makes a significant contribution not only to the heritage but also to the identity of the city. Manchester Town Hall and Albert Square are the most important building and public realm within the complex. The Town Hall itself, which opened in 1877, is an internationally significant landmark. The building is Grade 1 listed, considered to be one of the masterpieces of Victorian architecture and cherished by the people of the city who view it as the civic heart of Manchester. The Town Hall will be 140 years old next year. While it has been maintained and remains structurally sound, it is now seriously showing its age with many elements reaching the end of their natural lifespan. This is a 7 year project with a budget of £330m to refurbish and restore the Town Hall has now been agreed.

The objectives of the Town Hall project are to:

• Secure the long term future of the Town Hall, its Civic role and its external setting
• Retain and enhance as a functioning and efficient Town Hall
• Restore and celebrate this significant heritage asset for Manchester
• Enhance the use of the building as a visitor destination and increase access to Mancunians
• Transform users’ and visitors’ experiences
• Reduce carbon footprint and energy costs
• Maximise commercial opportunities and offset costs to the public purse
• Deliver economic and social value for Manchester

An integrated project team is being developed to deliver these objectives so that when the building opens late 2023, it has a viable, useable future. The Project Manager will work as part of a collaborative project team and take responsibility for project delivery, whilst ensuring compliance with approved project management methodology and governance policy.

The role requires project delivery experience in a construction project environment, with an ability to support the delivery team by ensuring that all project requirements are fully defined and managed.
Project Manager Level 3, Grade 10 – Key Competencies and Technical Requirements

Our Manchester Behaviours

- We work together and trust each other
- We’re proud and passionate about Manchester
- We take time to listen and understand
- We ‘own it’ and aren’t afraid to try new things.

Generic Skills

- **Project Management:** Ability to develop detailed project schedules including the ability to develop and monitor project progress through the use of GANTT charts and other effective mechanisms. Ability to identify, assess and manage risks to the success of the project. Experience of working on projects within a project environment and to a structured project methodology.

- **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.

- **Planning and Organising:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.

- **Communication Skills:** Well-developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key project milestones whilst retaining a positive attitude. Proven ability in managing relationships with project stakeholders at all levels of seniority through effective communication.

- **Strategic Planning:** The ability to turn strategic ideas and objectives into practical, well organised plans with a focus on results, standards and objectives on time to quality, within budget and to reprioritise, plan and organise own and others’ work effectively to ensure these are met.

- **People Management:** Effective development, management and staff motivation, providing strong leadership and direction to the team. Proven ability to secure and direct resources to fulfil work requirements over a wide area of service.

- **Finance:** Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.

- **Commissioning Skills:** An awareness of the role of commissioning in effective and efficient service delivery.
Technical requirements (Role Specific)

3 year post degree experience delivering project management services in either a client side or private practice / consultancy environment.

Working towards or fully qualified Chartered Project Manager (RICS, IOB or equivalent) with a thorough knowledge of construction contracts and a proven track record of successful delivery to time, quality, cost and functional performance targets.

Excellent communicator, self-starter and commercially astute, with an ability to work under pressure and prioritise the work of self and others.

Desirable to have had PRINCE2 training, CSCS card accreditation, experience in both the private and public sectors, heritage buildings experience and proven experience administering construction contracts.