

# Senior Project Manager (specialism IT and Digital)

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## Job Description

**Job Title** Senior Project Manager

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**Location** Civic Offices - will be required to travel to other offices as work dictates.

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**Grade/Salary Range** RG9 (lower) scp 45-48

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**Service/Directorate** Corporate Improvement and Customer Services/ Directorate of Resources

### Job Purpose

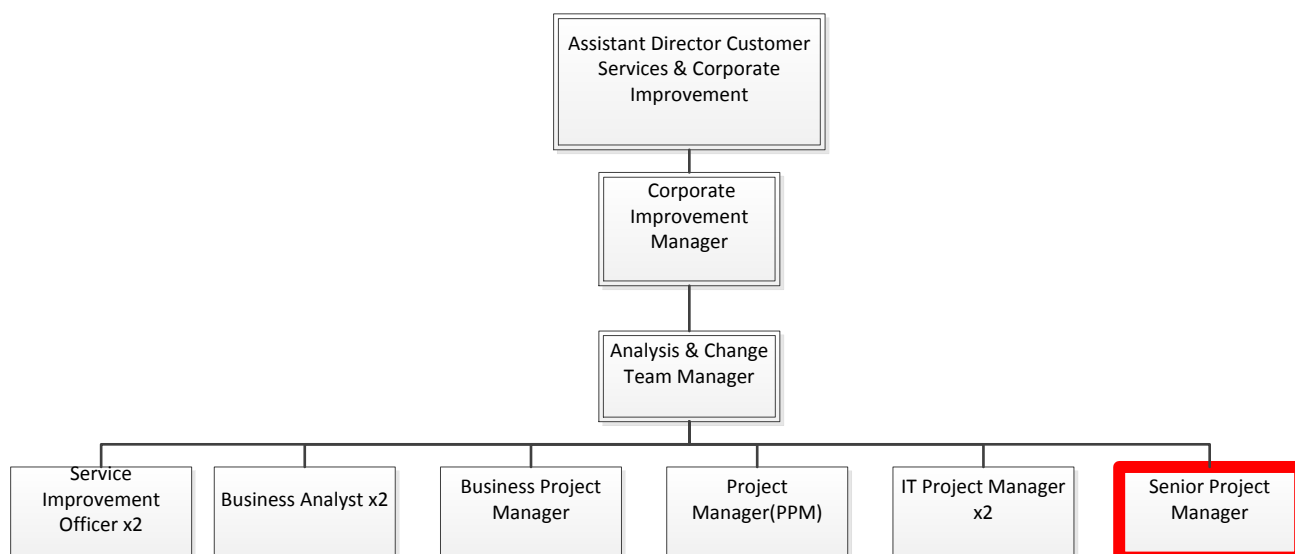
The post holder will sit as part of the team of experienced project management and change professionals. You will oversee multiple and strategically significant projects supporting the delivery the Council's ambitious transformation and savings strategy. You will be required to both lead and support the development of business cases to bring forward proposals for savings, investments and business transformation. You will develop project plans and manage the delivery of high impact cross-cutting projects, on time, on budget and to high standards.

You will provide expertise and support to help managers adopt a business change culture and help develop a manager's capability around project management with skills sharing and training.

### Specialism

The Senior Project Manager (IT and Digital) will focus on major projects relating to the implementation of the Councils IT and Digital strategy and the Customer Experience Strategy, as well as supporting services with development of a business case, specification and implementation of new and existing applications to support the business. The IT projects will be delivered in a multidisciplinary setting.

### Designation of Post and Position within Departmental Structure



## *Main Duties and Responsibilities*

### *Project Management:*

1. To manage multiple strategic and complex projects in line with Programme Management Office (PMO) standards
2. To monitor the financial progress of projects and take action to control expenditure as required to ensure delivery within budgetary and programme constraints. Manage the budget of each active project within their portfolio
3. Develop, review, monitor and report against business cases and project plans to ensure delivery and assist in the delivery of key aspects of projects where required, to maintain high quality project deliverables.
4. Programme and timetable projects in consultation with senior managers and key stakeholders
5. To manage suppliers and contractors in accordance with the Council's agreed approach to procurement and to ensure managed projects fully comply with all relevant legislation.
6. To investigate and identify sources of external funding to assist in the delivery of key service objectives and to assist in submitting funding applications on behalf of Council services.
7. To prepare and present reports for consideration by Councillors and Senior Officers of the Council as may be required to obtain required consent(s) and or update on project delivery.
8. To work collaboratively and effectively with all colleagues across the Council to enable delivery of key project outcomes.

### *Performance Management:*

9. Maintain appropriate data/records in relation to key elements of projects, programmes and contracts as required by the PMO.
10. Proactively monitor and maintain an overview of all approved savings and income proposals and their implementation identifying, communicating and mitigating any risks to delivery where appropriate. Track and report on benefit's realisation following project completion.
11. Accurately provide regular performance reports to Project and Programme Boards, the Director and Corporate Management Team.

### *General:*

12. To provide expertise, guidance and support to the wider organisation and other project teams, as and when resources require and/or requested by PMO Lead
13. Proactively resolve difficulties and conflict particularly where customer expectations need to be moderated, reschedule projects and resources as necessary. Work collaboratively and effectively across the organisation to overcome barriers to deliver key outcomes.
14. Remain up-to-date with relevant technical standards, professional codes of conduct and leading practice.

### *Scope of Job (Budgetary/Resource Control/Impact)*

This job description is not intended to be exhaustive and the post holder will be expected to adopt a flexible attitude to these duties focussing on the priorities and needs of the Council.

#### *Impact:*

- This post is critical for the effective delivery of high impact IT projects. Key resource to support and enable the delivery of service improvement programmes and associated projects aimed at improving the performance of the Council.
- Projects will have a direct impact on staff, business process, service standards and the customers transact with the council and access services.

#### *Budgetary and Resource Control*

- Can initiate and approve purchase orders up to the value of £150,000
- Develop, control, monitor and report on the budgets allocated to specific projects managed.

## ***Special/Other Requirements/Responsibilities of this Post***

<b><i>Level of DBS check required for this post</i></b>	N/A
<b><i>If *, does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	N/A
<b><i>If *, does the post require a check against the list of people barred from working with children?</i></b>	N/A
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	N/A
<b><i>Is this post “politically restricted”?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 1
<b><i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i></b>	This post is responsible for ensuring that system risks are appraised and monitored. If acting as project manager, then would be responsible for maintaining risk and issue logs as part of the project. There is no responsibility for everyday operational risk management for service delivery to clients and customers.
<b><i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</i></b>	N/A

## Person Specification

### *Qualifications/Education/Training*

1. Educated to degree level and or hold a similar professional qualification (or be able to demonstrate equivalent knowledge, skills and aptitude).
2. IT skills; design and use of spreadsheets, databases, MS Office Professional or equivalent and MS Project or equivalent.
3. Relevant professional programme and project management qualification/experience, such as PRINCE2, MSP, Agile and evidence of further professional development

### *Experience*

1. Extensive strategic experience of managing multiple complex projects from conception to completion. Including Client /Contractor working, coordination and liaison with colleagues and external agencies.
2. Significant experience of working in a senior project management role encompassing business case development, management of multiple projects, risk, budget and performance management.
3. Significant experience in preparing and presenting clear and concise reports and business cases for a variety of purposes and a range of audiences. Developing and presenting well informed and reasoned arguments so as to influence staff, senior management, stakeholders and elected Members.

### *Skills, Abilities & Competencies*

1. High degree of self-motivation and initiative, focussed on delivering results and making things happen.
2. Committed to customer focussed principles and delivering excellent services to our customers.
3. Strong networking and communication skills, positive and energised attitude to enthuse colleagues and develop collaborative working relationships to ensure efficient and successful delivery of projects
4. Highly developed organisational skills to work under pressure; analytical and able to interpret data to construct robust and informed recommendations.
5. Ability to be diplomatic, persuasive and influence the decision making of others through convincing and reasoned arguments.
6. Ability to observe confidentiality, demonstrate tact, professionalism and diplomacy.

7. Commitment to self-learning, continual professional development and demonstrable ability to assimilate and transfer skills.

### *Specific Working Requirements*

1. Ability and willingness to work across a number of sites.
2. Ability and willingness to work occasional evenings and weekends.
3. Willingness to work compressed/extended hours during crucial stages of both managed and participatory projects.