

BOROUGH COUNCIL OF WELLINGBOROUGH

JOB DESCRIPTION

<u>DEPARTMENT:</u> Corporate Support	<u>POST NO :</u> PPL005
<u>POST TITLE:</u> Project Manager (Transformation and Local Government Reform)	<u>GRADE :</u> Local
<u>SUMMARY STATEMENT :</u> The Project Manager will be responsible for overseeing, co-ordinating and delivering a range of projects and duties associated with the council's transition to North Northants Council.	
<u>WORKING RELATIONSHIPS:</u> <i>Responsible to:</i> Assistant Director <i>Responsible for:</i> None. <u>CONTACTS:</u> <i>Internal:</i> All employees of the authority and elected members. <i>External:</i> Colleagues and elected members at other authorities, customers and external partner agencies	
<u>SPECIAL CIRCUMSTANCES:</u> The postholder will attend, as necessary, meetings of the Council and its Committees, and meetings at other authorities, some of which will be outside of normal working hours. The postholder will be available to deliver the Council's emergency plan as and when required to do so. Casual user car allowance? (I can insert the wording if you confirm!)	
<u>DETAILS OF MAIN DUTIES AND RESPONSIBILITIES:</u>	
<u>DUTIES:</u> <i>Service Specific Duties</i> 1. Be responsible for overseeing, co-ordinating and managing the council's activities in meeting the requirements of work streams under Local Government Reform. 2. Be responsible for documenting all activities and ensuring a clear audit trail. 3. Ensure that projects are delivered successfully through good project management discipline, strong governance and the proactive management of risks and issues. 4. Produce and present reports at internal and external meetings. 5. Ensure that programmes and projects are well communicated through senior management, committee meetings and shared internally and externally to encourage engagement. 6. Represent officers at meetings associated to Local Government Reform as required	

7. Participate in supporting corporate projects as required.

Generic Responsibilities

8. Comply with the council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities and customer care and agreed audit actions. Ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety within the borough council.
9. Undertake learning and development as agreed in probationary reviews, personal development reviews or any other such framework in order to meet service and individual targets.
10. Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the post holder.

COMPLETED BY POST HOLDER (NAME) :

DATE :

AGREED BY IMMEDIATE SUPERVISOR :

DATE :

Reviewed: September 2019