**Job Profile Information: Project Manager**

**This supplementary information for Project Manageris for guidance and must be used in conjunction with the Job Capsule for**

**Customer Services Job Level 4 Zone 2 Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

* To lead the delivery of a range of complex projects in the parking service to bring about effective and positive change within the service and across the organisation.
* To have an understanding of corporate and directorate priorities in the delivery of the projects.
* To have an understanding of parking regulations in the implementation of projects as they are delivered.

**Example outcomes or objectives that this role will deliver:**

The post holder will work flexibly across the functions listed below to support and lead the successful delivery of improvement and change projects within the service and across the organisation. The post holder will be expected to have experience and understanding of working/learning in one or more of these areas and the ability to gain an understanding and knowledge of a number of others:

Improvement and change:

* Project management inclusive of managing resources and finance
* Service reviews
* Risk and issue management
* Organisational design
* Business case development
* Systems thinking/Right First Time
* Specialist technical expertise around parking regulations and procedures, related IT systems and procurement regulations.

In addition to the primary responsibility of leading the delivery of change projects the post-holder may be required to work flexibly across the broader functions delivered by the service:

* Innovation and future thinking
* Engagement with stakeholders,
* Corporate and directorate strategies/plan development and implementation and monitoring
* Data and intelligence
* Research and information
* Performance monitoring and management
* Partnerships with other service areas, local authorities, third party organisations and suppliers.
* Financial strategy
* Support for inspection
* Commissioning intentions, development and implementation of procurement strategies.
* Business planning
* Quality assurance

**People Management Responsibilities:**

The post has no line management responsibilities but the post holder will be required to manage staff/resource on individual projects for which they are Project Manager. This will include liaising with other stakeholders and partners internal and external to the service and organisation in the delivery of the project.

**Relationships;**

The post holder will be largely self-managing with personal management and development carried out within the service. Their day to day management while working on projects will be by the programme lead or head of service.

The post holder will be expected to develop and maintain relationships across the organisation, with elected members as appropriate, partner organisations, government department and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the council and with key stakeholders.

**Work Environment:**

The post holder is required to work flexibly, adjusting their own and others’ workloads to meet individual work targets and the priority demands of the team. They will be required to work as part of a team, and help colleagues wherever possible. They will be office based (5PS) and required to work in a busy and demanding environment in which multi-tasking and organisation may be required to complete tasks. There may be a requirement to work outside normal office hours and attend evening meetings.

**Technical Knowledge and Experience:**

* Substantial experience of having successfully managed projects on time and within budget.
* An understanding of how local government works and the functions it delivers.
* Experience with the development of procurement strategies and their implementation.
* Experience with information technology and the use of agile project management processes.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**

