**Job Capsule Supplementary Information: Project Manager**

**This supplementary information for the Project Manager is for guidance and must be used in conjunction with the Job Capsule for Corporate Services.**

**Job Family: Information and Communications Technology Level 4**

**Job Zone: Zone 2**

**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**

The role of the Project Manager is to take responsibility for the definition, documentation and safe execution of medium-scale and large-scale projects, engaging with stakeholders and actively participating in all phases of the project. They will also identify specific measures and mechanisms by which benefits can be delivered and monitored; and put in place plans to activate these mechanisms at the required time.

They will also contribute to selection of the most appropriate means of representing service requirements in the context of a specific change initiative, ensuring traceability back to source and carry out business impact assessments, to determine how changes from the current to the future processes and structures will affect business units and roles.

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

* Take responsibility for the definition, documentation and safe execution of small to medium-scale projects, engaging with stakeholders and actively participating in all phases of the project. Identify, assess and manage risks and issues which could affect the success of the project.
* Ensure that realistic project and quality plans are prepared and maintained and track all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
* Effectively estimate costs, timescales and resource requirements for the successful delivery of project(s), monitor costs, timescales and resources used and take action where these deviate from greed tolerances.
* Provide effective leadership to the project team ensuring that team members are motivated and develop their skills and experience.
* Manage the change control procedure and ensures that projects are formally closed and that lessons learned are captured and actioned.
* Identify specific measures and mechanisms by which benefits can be delivered and monitored, and put in place plans to activate these mechanisms at the required time. Recognise issues that may help or hinder the change and works with others to tackle them.
* Monitor outcomes against what was predicted in the business case and ensure that all participants are informed and involved throughout the change and fully prepared to exploit the new operational business environment.
* Work closely with operational architects to ensure that the system / service design will provide operational cost effectiveness, as well as the performance / service levels to allow the business to make the most productive use of it.
* Carry out business impact assessments, to determine how changes from the current to the future processes and structures will affect business units and roles.
* Determine the readiness levels of business users with regard to upcoming changes; uncover readiness gaps and create and implement action plans to close the gaps prior to go-live.

**People management responsibilities**

* No formal line management responsibilities.
* Works in multi-disciplinary matrix teams with stakeholders delivering projects.

**Relationships**

* This post reports to the Programme Manager.

**Work environment**

* The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment.

**Technical knowledge and experience**

* BSc in relevant discipline, or equivalent industry experience.
* Proficient in principles, methods, techniques and tools for the effective management of projects from initiation through to implementation.
* Proficient in the identification, assessment and management of project risks, which could result in time or cost over-runs, or failure to deliver products which are fit for purpose.
* Proficient in methods and techniques associated with planning and monitoring the progress of projects.
* Proficient in methods and techniques for preparing and presenting business cases, requests for proposals, invitations to tender and statements of requirements / work both orally and in writing.
* Proficient in techniques which help in modelling and understanding a business and its operation.

**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>