

Job Profile

Job Title: Project Manager
Job Grade: Level 4, Zone 2
Salary Range: £42,687 - £49,515

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

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.

About you

- 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 agreed 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.

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.

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.

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.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

This role is not Politically Restricted

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian, and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,