**Manchester City Council**

**Role Profile**

**Project Manager Level 1, Grade 8**

**Estates and Facilities Service, Growth and Development Directorate**

**Reports to: Programme Manager**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

The role holder will manage the successful delivery of major work packages, ensuring compliance with the City Council project management methodology.

The role holder will ensure that change is managed effectively by working with project teams and stakeholders within the business.

The role holder will provide professional advice, support and guidance for team members, colleagues and stakeholders to assist in decision making.

**Key Role Accountabilities:**

Act as work package manager on large and complex elements of work, resolving day-to-day project issues, escalating them, as necessary.

Define scope of project and initiatives, ensuring deadlines are understood and adhered to and that objectives are clearly articulated and understood.

Assist in the provision of solution options to complex problems and develop robust business cases to support all change activities so that decision making is supported.

Ensure projects and initiatives are effectively resourced and that key stakeholders are identified, and roles and responsibilities agreed and communicated effectively.

Manage stakeholder and customer expectations throughout the lifecycle of the project or initiative. Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication.

Accountable for the management of all project documentation (in a manner consistent with the Manchester Method where appropriate), including management of effective record keeping and version control of project documentation.

Proactively develop and maintain the project risk and issues schedule, regularly monitoring, updating and reporting on progress.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

This position is within the Estates and Facilities Service that manage the operational estate. The operational estate includes a myriad of public buildings such as offices, depots, libraries, sports centres, galleries, schools and of course the Town Hall Complex. Functions delivered within this service area include landlord duties, workplace transformation, facilities management, records, and asset management.

This role is within the Asset Management team, which are responsible for managing capital projects across the operational estate to ensure buildings remain functional and fit for purpose to deliver public services. Manchester City Council is committed to be zero carbon by 2038 at the latest and decarbonisation of the operational estate is managed within this team.

The position is a Project Manager operating as the Estates Intelligent Client that will deliver a range of projects to support effective operation and management of estate assets. The predominant project type would be end of life asset management where mechanical, electrical, and fabric installations are replaced. The role will require working closely with many stakeholders and requires effective communication to ensure business continuity and minimal impact throughout the lifecycle of any project. The focus area or reporting lines to an Estates Programme Manager may flex from time to time to support the priorities of the service. Projects may therefore include property maintenance, carbon reduction, transformation, service improvement or any other change that supports organisational objectives.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication skills:** Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders**.**
* **Analytical Skills:** Ability to translate analyses into business cases which define potential benefits, options for achieving the benefits development of new or changed processes, and associated business risks.
* **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Project Management:** Ability to plan, direct and coordinate activities to manage and implement interrelated projects from project initiation through to implementation.
* **Problem Solving and Decision Making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
* **Strategic Thinking:** Ability to identify and prioritise objectives that are consistent with the strategic vision of the organisation.
* **Financial Management:** Ability to work confidently with financial data when making decisions: interpret trends, issues and risks in routine financial appraisals.
* **Commercial Skills:** Skills to monitor contractor performance against pre-determined milestones and to identify when corrective action is needed.
* **People Management:** Ability to lead, manage and motivate staff to high levels of performance in order to achieve change and maximise staff potential and contribution to the achievement of identified aims and objectives. Can also lead and plan the work of the team which deals with more diverse issues.

**Technical Requirements (Role Specific)**

* Proven experience of successfully managing and delivering a range of projects and support packages within a structured project management structure such as PRINCE 2 or equivalent.
* Knowledge and experience of building and estates management.