**Manchester City Council**

**Role Profile**

**Project Manager Level 1, Grade 8**

**Development & Investment Estate, Growth and Development Directorate**

**Reports to: District Centres 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:**

The City Council has designated 17 District Centres across the administrative boundaries of Manchester. Each of these has a unique character and serves a diverse community of residents and businesses. Through a renewed focus on the High Street to provide a sustainable offer to residents, such as Levelling Up and Shared Prosperity funds, there is an opportunity to enhance the quality and environment of the city’s District Centres.

To ensure investment and development opportunities are secured the City Council has created a team within its Development function to deliver a range of interventions in the District Centres. This includes the commissioning of regeneration frameworks for a number of locations, as well overseeing the delivery of the various placemaking interventions, including public realm.

This role will help to realise the city’s ambition for its District Centres by delivering and commissioning a range of projects and working with other services to coordinate Council regeneration-related activity in those centres. The role will also act as a point of contact with residents, businesses, and other stakeholders in locations where projects are being delivered.

The post holder will report to the District Centre Programme Managers and work with “virtual” project teams that will be created comprising input from Capital Programmes, Financial Management, Legal Services, Estates and Development, Planning (Development Control), Highways and Neighbourhoods etc. to ensure that the City Council’s input is delivered in compliance with relevant legislative requirements; is in line  with the City Council’s systems and procedures; and is overseen by robust governance and co-ordination systems.

The post holder will support engagement with statutory (e.g. Homes England, Environment Agency, DLUHC, GM Combined Authority, TfGM) and non-statutory bodies (landowners, businesses, residents) in the delivery of projects.

The post holder will support the commissioning of internal and external professional / technical input and consultancy support, helping to secure all necessary approvals from all relevant City Council decision making bodies (up to and including the Council’s Executive) and providing accountability to these decision-making bodies in terms of programme delivery and expenditure.

The post holder will support the Programme Managers in the commissioning and implementation of Neighbourhood Development Frameworks, Strategic Regeneration Frameworks and supporting strategies and polices, as and when required.

The post holder will help to ensure that local and senior elected members are engaged in and kept informed about the delivery of planned interventions in District Centres.

Further information on the District Centres Programme can be found on the MCC website at:

<https://www.manchester.gov.uk/info/500390/projects_outside_the_city_centre>

Additional background is also set out in the report to the Economy and Regeneration Scrutiny Committee on 16th October 2023:

<https://democracy.manchester.gov.uk/ieListMeetings.aspx?CId=136&Year=0>

**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**

* **Project Management:** 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. Ability to plan, direct and coordinate activities to manage and implement interrelated projects from project initiation through to implementation.
* **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
* **Financial Management:** Ability to monitor and maintain expenditure, ensuring that financial targets are met, and being accountable for any areas where budget and expenditure exceed their agreed tolerances.
* **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework
* **Communication Skills:** Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.
* **ICT Skills:** Skills to devise and implement document and record systems, including classification, retrieval and retention processes.

**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 of the key issues affecting housing and regeneration in urban areas and an appreciation of how these issues can be tackled through holistic intervention methods.
* Good understanding of public procurement processes and legislative framework relating to the delivery of public sector investment programmes and the provision of grant support to external bodies, including private sector partnerships.