

## Job Description

**Directorate:** Tyne & Wear Archives & Museums

**Division:** N/A

**Post Title:** Project Manager AA3635

**Evaluation:** 552 Points **Grade: N08**

**Responsible to:** Director

**Responsible for:** N/A

**Job Purpose:** To establish, co-ordinate, deliver and support project management arrangements that include a steering group, project team and task groups to ensure the successful implementation of assigned projects in accordance with agreed objectives, financial targets, quality and performance standards.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To effectively project-manage assigned strategic projects, ensuring that all stakeholders are appropriately consulted, and that the project is completed within the agreed timescale and budget provision.
2. To lead/attend project review and planning meetings and other internal and external meetings as required. This will include co-ordinating project plans and ensuring services are modernised and representing TWAM as appropriate.
3. To develop and lead PR and communication strategies with staff, partner agencies, commercial providers and other stakeholders to ensure a shared understanding of the need for change.
4. To establish and manage matrix project team(s) and work streams as appropriate to reflect the right skills and knowledge to enable successful delivery of objectives.
5. To plan and negotiate with colleagues, managers and partners as appropriate to secure the most cost-effective and appropriate provision of services where necessary.
6. To assist in developing strategies for improving performance on key performance indicators.
7. To interpret local and national policy, legislation and guidance and provide advice to managers to inform service development and redesign.

8. To produce statistics, reports, executive summaries, briefing papers and documents as appropriate and necessary, for senior officers, staff, members, commercial providers, staff side and partner organisations as appropriate to ensure they are able to understand and respond to planned changes.
9. To ensure methods and sources of information are identified and developed to assess needs and co-ordinate these in line with TWAM policies and objectives and other agencies' policy objectives as required.
10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.