

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Project Manager	<b>Service:</b> Corporate Services		<b>Office Use</b>
<b>Band:</b> 8	<b>Workplace:</b> County Hall, Morpeth		JE ref: 3642
<b>Responsible to:</b> Commercial Team Manager	<b>Date:</b> November 2019	<b>Manager Level:</b>	

**Job Purpose:** Support the successful implementation and delivery of the Council's Solar Car Port, Storage and Electric Vehicle Charge Point scheme. Please note; **The project has received up to £1,517,616 of funding from the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020. The Ministry of Housing, Communities and Local Government (and in London the intermediate body Greater London Authority) is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>.**

<b>Resources</b>	Staff	Not applicable
	Finance	Contributing to the efficient and effective running of the programme and projects team
	Physical	Maintain and operate key programme and project systems
	Clients	Ensure compliance with relevant legislation, council policies and procedures.

**Duties and key result areas:**

1. Manage and coordinate, as appropriate, the delivery of the Solar Car Port, Storage and Electric Vehicle Charge Point project
2. Comply with all ESIF rules and requirements
3. Compile and deliver reports to the Ministry of Housing, Communities and Local Government (MHCLG) ensuring compliance with reporting standards
4. Ensure effective project management and communication systems are developed and maintained in line with the requirements of the service as a whole
5. Lead on the Solar Car Port, Storage and Electric Vehicle Charge Point project and be responsible for writing associated reports or briefing notes and for the presentation of results
6. Manage and coordinate, as appropriate, the implementation of Lean Thinking to deliver more efficient and effective business processes and working practices.
7. Identify and support opportunities and facilitate improvements in organisational efficiency
8. Collect, collate and analyse information and data, as appropriate, to inform and support decision making
9. Develop and maintain appropriate work records to the required ESIF compliance standards, observing data protection, privacy and confidentiality rules and procedures

10. Provide support and advice to relevant officers across the Council in developing and implementing effective projects and programmes and support managers to embrace an ethos of continuous improvement.
11. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of the project within the delivery deadlines
12. Ensure effective spend against allocated budgets and compliance with financial procedures and regulations including compliance with ESIF financial rules and reporting.
13. Where necessary, manage allocated staff, ensuring that all aspects of supervision, workload allocation, monitoring of work standards, motivation and personal development of staff are properly addressed.
14. Support the work of the service to ensure that change processes, programme and project management methodologies and business support arrangements are effectively and consistently embedded across the Council.
15. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level, as appropriate.
16. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to meeting venues, area offices or training venues throughout the County and further a field on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Possible attendance at evening meetings.
Working conditions:	Mainly indoors

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**PERSON SPECIFICATION**

<b>Post Title:</b> Project Manager	<b>Service:</b> Corporate Services	<b>Ref:</b> 3003
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
Degree level or equivalent standard of general education. Relevant professional qualification. In-depth knowledge of the main theory, procedural and practical issues relating to the service e.g. Project Management, LEAN Methodology, Continuous Improvement Knowledge of renewable energy and Solar PV Knowledge of relevant policies, procedures, trends, developments and best practice Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development.	Evidence of recent and relevant management training. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. Knowledge of ESIF funding regulations	
<b>Experience</b>		
Recent and relevant post qualification experience in a relevant context. A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. An evidenced track record as a successful consultant/advisor. Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders Relevant experience in designing and drafting policies, procedures and other technical documents. Experience in managing projects to successfully achieve set objectives.	Experience in a particular relevant specialist area. Supervising staff and their productivity. Experience of delivering renewable projects	
<b>Skills and competencies</b>		
Advanced IT skills and able to effectively use ITC to achieve work objectives. Excellent analytical /reasoning and planning skills Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally.	Advanced skills in Microsoft Office.	
Maintains a professional demeanour in stressful and difficult situations. Good negotiation and communication skills and able to persuade others to adopt an alternative point of view. Able to work independently and to take initiative		
<b>Physical, mental, emotional and environmental demands</b>		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council. Some exposure to working outdoors.		
<b>Motivation</b>		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		
<b>Other</b>		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

