

**Job Description**

**Job Title:** **Transformation Project Manager**

**Salary Grade: 8**

**SCP: 31 - 35**

**Job Family: Operational Services**

**Job Profile: OS4**

**Directorate: Corporate Services**

**Work Environment:** **Agile**

**Reports to: Senior Transformation Programme Manager**

**Purpose:**

To form part of a wider Transformation Project Team to contribute to the delivery of a significant programme of service improvement work, leading specific projects to deliver a new operating model for the Council and the way we deliver services.

**Main Duties and Responsibilities:**

* Responsible for planning, leading and delivering several projects simultaneously, organising project teams consisting of internal staff members, partners and sometimes contractors that feed in to a complex corporate-level programme of work to deliver a new operating model for the Council.
* Work at pace in delivering projects whilst ensuring quality is not compromised and benefits are tracked and realised.
* Self lead and take ownership for the delivery of work.
* Ability to use initiative to identify opportunities and generate alternative solutions when faced with adversity.
* The ability to think and make decisions quickly as circumstances change rapidly.
* Proactively seek best practice/ways of working and bring this intelligence back into the project to inform solution design and a case for change.
* Ability to blend traditional and agile approaches to deliver best outcomes for a project that provide exceptional business value to users.
* Contribute in the optimisation of tools and techniques for the continual improvement of the team.
* A high level of adaptability in order to accept change and reduce unnecessary confusion and risk.
* Positively challenge a different way of working whilst maintaining working relationships.
* Develop strong and influential networks and partnerships that drive forward innovation and improvement.
* Exert influence with key stakeholders and suppliers at both strategic and operational level.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.
* Deputise for the Senior Transformation Programme Manager where required.

**Other Duties:**

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**Author:** Senior Transformation Programme Manager

**Date:** 2nd October 2020