

Job Description and Person Specification

Role: Project Manager



Job Description

Job Title	Project Manager
Grade	8
Service	Education Improvement and Standards
Reports to	Programme Delivery Manager
Location	Friargate, Floor 9
Job Evaluation Code	P1299D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

1. Work as part of a team to ensure that the Holiday Activities and Food programme (HAF) delivers the organisational vision for service delivery.
2. Drive change and continual improvement to ensure the achievement of HAF_performance objectives.
3. Support providing the vision, direction and leadership for the HAF function and the wider organisation to promote a culture where the child and young person is at the heart of everything it does.
4. Undertake management of delivering service improvement, management of end-to-end HAF-related projects

Main Duties & Key Accountabilities

Core Knowledge

1. Determine and deliver appropriate measures of performance, both quantitative and qualitative, reflecting Programme progress, delivery of infrastructure, channel shift and customer experience.
2. Set clearly defined objectives, targets and plans.
3. Manage project planning, development and review of activity across allocated HAF themes to ensure that outcomes are timely and effective with effective performance management systems with appropriate levels of delegation and accountability are in place.
4. Enable the financial targets within individual projects and overall HAF programme.
5. Establish and maintain standards, approaches and methods for project management to ensure consistency and quality.
6. To organise research, benchmarking, process mapping as required to develop understanding of the service baseline service and financial performance and costs.
7. Make informed and consistent business focussed decisions and presenting a compelling rationale for the chosen options.

8. Support continuous improvement through the review of project/ programme structure, resourcing, risks, funding, and dependencies.
9. To work with various stakeholders including external partners, to build, maintain and promote effective working relationships.
10. Drive service improvements to progress the HAF offer to the children and young people and to derive maximum value.
11. To lead, motivate and manage the HAF team to ensure the efficient and effective delivery of the project to achieve service improvement and cost reduction within timescales.
12. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Schools Out of School settings Sports, Culture and Leisure Activity providers Youth providers Community centres and Faith organisations Food providers Design and Print Services Police	Communications and Design Post and Fast Print ICT and Web development Frontline customer service teams Children's Services Public Health Transformation

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	P1299D
Knowledge	
Excellent working knowledge of change management	
Thorough understanding of how to lead and motivate staff in a change environment	
Excellent working knowledge of project and programme management methodologies including benefits realisation	
A good understanding of local government, the services it provides, the decision making processes and relationships with national government – particularly around education and children’s services	
Knowledge of equal opportunities and diversity	
Skills and Abilities	
Ability to build and maintain critical working relationships	
Excellent negotiating, mentoring and coaching skills and strong influencing skills	
Self-manage, to enable workload organisation, prioritisation and implementation, with minimum supervision	
Able to manage teams and individuals, manage stakeholders and tasks.	
Able to manage financial and overall performance of projects	
Able to manage changing requirements including managing multiple deadlines and conflicting demands in projects	
Excellent communication skills, including report writing and ability to communicate complex information simply	
Ability to challenge assumptions	
Excellent analytical and decision making skills which draw valid conclusions and inform performance	
Ability to be creative and commercial and contribute towards strategic planning	
To lead on best practice in the field of transformation and change	

Experience
Experience of successful project management
Proven experience of managing resources (including budgetary control) and managing the delivery of high performance through people
Working with stakeholders, partners and/or elected members
A track record of developing & implementing continuous improvement in service delivery
Success at change management
Qualifications
Higher or relevant further educational qualifications or relevant experience and evidence of continual personal development
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	October 2018	Date Reviewed	November 2023
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