



Coventry City Council

Job Description

Job Title:	Project Manager	Job Number:	D2183D
Service:	UK City of Culture & Commonwealth Games	Post Number:	1029939
Location:	One Friargate	Grade:	8

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.

Job Purpose:

1. To support the delivery of the Cultural Capital Programme for the City of Culture and Commonwealth Games
2. To support the Programme Manager on projects worth £20m to deliver the Council's cultural capital programme, designed to ensure that Coventry has the venues and production spaces to showcase the City of Culture programme in 2021 and most importantly secure a lasting cultural legacy for the city.
3. To support the Programme Manager on performance and programme management of the Council's readiness and investment programmes for the City of Culture 2021 and Commonwealth Games, providing continual improvement to ensure the achievement of the programme's objectives
4. To enhance the project where appropriate including associated funding applications and seeking new opportunities for the service by monitoring Government initiatives and policies.

Main Duties and Responsibilities:

As a member of the Service:

- Support the Programme Manager, supporting all aspects of the programme , co-ordinating work streams and managing the Project Team meetings to ensure progress, budget and outcomes are delivered as necessary, in accordance with the decisions of the Project Board.
- Facilitate Cultural Capital Project Board meetings, including co-ordinating or producing associated progress reports, financial reports, risk registers as necessary.
- Advise the Cultural Capital Project Board on progress and associated risks, seeking approvals and decisions as necessary.

- Work with Council services such as Finance, Procurement, Legal, Property Management, and with external consultants where appropriate to ensure that projects get the specialist support they need.
 - Manage and Co-ordinate the claims process including claims to Cultural Capital Projects and co-ordinating and consolidating claims to external funders.
 - Monitor and maintain a programme for delivery of all projects and review at key stages.
 - Act as the focal point and 'driver' for the programme.
 - Co-ordinate projects completion reviews and report and identify areas for improvement.
 - Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Programme Manager UK City of Culture & Commonwealth Games

Date Reviewed: January 2018

Date Updated: October 2021



Coventry City Council

Person Specification

Job Title:	Project Manager	Job Number:	D2183D
Service:	Sport Culture & Destination	Post Number:	1029939
Location:	One Friargate	Grade:	8

Area	Description
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Knowledge:	• Knowledge of change management
	• Knowledge of project and programme management methodologies
	• Knowledge of external funding regimes and claim process
	• A good understanding of local government, the services it provides, the decision-making processes and relationships with national, regional and local partners including government, non-departmental public bodies and funding bodies
	• Knowledge of equal opportunities and diversity

Skills and Abilities:	• Good written and oral communication skills.
	• Ability to write clear and concise reports and present findings to a variety of audiences, including elected Members and the general public.
	• An ability to maintain high standards in pressure situations.
	• Effective leadership, management and interpersonal skills.
	• Ability to manage complex projects to time, to budget and to a high quality.
	• Ability to work as an integral member of a team.
	• Be well versed in the use of IT and be able to utilise a wide variety of software packages such as Microsoft Office, MS Project, PowerProject, etc.

Experience:	• Programme and project management experience
	• Demonstrate experience of managing and co-ordinating a wide range of complex projects and working to tight deadlines.
	• Experience of working in a multi-disciplinary environment, eg. a local government organisation, or another organisation delivering complex economic development projects.
	• Experience of working on externally funded projects.
	• Experience of facilitating complex partnerships.

Educational:	• Educated to degree standard or able to demonstrate substantial equivalent experience in a relevant discipline.
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Special Requirements:	• Evidence of structured continuing professional development, as well as IT, management and organisational ability. • Willingness to attend meetings, etc. outside normal working hours.
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Date Reviewed: January 2018

Date Updated: October 2021