**Manchester City Council**

**Role Profile**

**Senior Project Manager, Grade 10**

**Strategic Housing, Growth & Development Directorate**

**Reports to: Programme Manager** – **Contracts & Investment**

**Key Role Descriptors:**

The role holder will develop, manage and successfully deliver complex, high value-projects taking direct responsibility for the successful delivery of all elements, to specified levels of time, budget and quality.

The role holder will manage resources effectively and deploy and coordinate resources in a well-planned and controlled manner, ensuring that project requirements and resource levels are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams and persons within the business and other key stakeholders.

**Key Role Accountabilities:**

Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Motivate and develop team members through strong leadership and example, identifying and agreeing training and development needs as required.

Proactively utilise business management tools and solutions to effectively manage resources and individual project budgets and expenditure forecasts ensuring delivery of the project to an agreed budget and providing updates on a regular basis.

Provide senior management with fully impacted solution options to complex project issues in order to drive timely decision-making.

Manage the successful delivery of projects on time, to budget and of the right quality using in line with the City Council’s standard project management methodology, taking responsibility for regularly reports to the project board.

Develop and maintain effective relationships with the Senior Responsible Officer and other key stakeholders, ensuring clear and effective channels of communication.

Successfully manage project risk through effective analysis, mitigation and contingency planning.

Monitor individual interdependencies and risks between the various projects, highlighting potential conflicts to the appropriate audience as required.

Maintain control of the Project scope through an effective change control process, consulting with key stakeholders as necessary.

Effectively manage and control individual or multiple project budgets and expenditure forecasts, taking accountability for resources allocated and provide regular updates.

Accountable for the management of all project documentation in a manner consistent with the Manchester Method, including management of effective record keeping and version control of project documentation.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role profile:**

**Strategic Housing**

The service is responsible for supporting the development and implementation of the Manchester Housing Strategy across the city which includes increasing housing supply to meet the needs of our growing population, meeting the increased demand for social and affordable housing, investing in the Council’s housing stock and ensuring it is well managed.

The service manages a range of housing related contracts, in particular 3 housing PFIs and up until recently Northwards Housing, our Arms-Length Management Organisation (ALMO), which has now been brought back in-house.

Following the Grenfell Tower fire, the team is responsible for delivering the recommendations of the Hackitt report, working at a local and national level. Addressing fire safety in residential blocks. This is in addition to ensuring compliance with new legislation contained within the Building Safety Act and Fire Safety Act and supporting Housing Operations Teams to deliver these changes within the Council owned and managed stock.

Following the Government Social Housing white paper and the Social Housing Regulation Bill, the team provides strategic direction, support and guidance to ensure all housing providers who manage council owned stock are compliant with any new consumer standards set by the Regulator of Social Housing.

The team also develops strategies and manages schemes for implementing the City’s drive towards zero carbon along with eradicating fuel poverty. The service are responsible for delivering low/zero carbon new build housing and retrofitting existing homes.

We commission and support the registered housing providers to enable them to deliver the City Councils housing and neighbourhood priorities. We maintain the statutory housing register and allocations policy whilst overseeing the allocations policy implementation through Manchester Move.

With the advent of the devolved health and social care budget, Strategic Housing is increasingly involved in developing better use of existing housing and developing new innovative housing solutions to join up health and social care services with housing.

**Senior Project Manager** **– Key Competencies and Technical Requirements**

**Behavioural Competencies**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Project Management:** Ability to develop detailed project schedules including the ability to develop and monitor project progress through the use of GANTT charts and other effective mechanisms. Ability to identify, assess and manage risks to the success of the project. Experience of working on projects within a project environment and to a structured project methodology
* **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
* **Planning and Organising:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.
* **Communication Skills:** Well-developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key project milestones whilst retaining a positive attitude. Proven ability in managing relationships with project stakeholders at all levels of seniority through effective communication.
* **Strategic Planning:** The ability to turn strategic ideas and objectives into practical, well organised plans with a focus on results, standards and objectives on time to quality, within budget and to reprioritise, plan and organise own and others’ work effectively to ensure these are met.
* **People Management:** Effective development, management and staff motivation, providing strong leadership and direction to the team. Proven ability to secure and direct resources to fulfil work requirements over a wide area of service.
* **Finance:** Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
* **Commissioning Skills:** An awareness of the role of commissioning in effective and efficient service delivery

**Technical requirements (Role Specific)**

**None**