**Manchester City Council**

**Role Profile**

**This City Project Manager, Grade 10**

 **Strategic Housing Service, Growth and Development Directorate**

**Reports to: This City Programme Manager**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

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

The role holder will manage, deploy and co-ordinate resources effectively, ensuring that project necessities 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 key stakeholders within the business.

**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.

Manage the successful delivery of a range of highly complex projects and initiatives on time, to budget and of the right quality (using the City Council’s standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

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.

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

Deliver a range of fully assessed options for resolution of highly complex issues in order to drive effective decision-making, monitor interdependencies and risks between projects and escalating risks of potential conflicts where necessary.

Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication. Maintain control of scope through an effective change control process, consulting with key stakeholders as necessary.

Accountable for the management of all project documentation, including effective record keeping and version control of project documentation.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

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 post holder 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 Portfolio:**

This role will provide leadership and direction to the City Council’s input into the This City development vehicle in relation to the development of strategies and implementation plans to realise this ambition. The role will also act as a key point of contact with other private sector development partners active in the area.

This role will help to realise the city’s ambition for its Joint Venture with GMPF by delivering and commissioning a range of projects and working with other services to coordinate Council housing led regeneration-related activities. The role will also act as a key point of contact with residents, businesses, and other stakeholders in locations where projects are being delivered.

This City was created as a new kind of housing delivery vehicle, seeking to not just deliver affordable, low carbon homes but to create communities. It is intended that a minimum of 20% of the new homes developed via This City will be available at Manchester Living Rent, an affordable rental tenure where rents are set at or below the Local Housing Allowance level, which means they will be accessible to those receiving housing benefit.

The This City portfolio will be designed with flexibility to increase the proportion of affordable housing depending on financial performance and future commercial opportunities.

This City aims to meet the high demand for housing and invest to build genuinely great homes and neighbourhoods for the benefit of all Mancunians:

* Homes for all – for a fairer city where everyone can thrive
* Low Carbon – to contribute to Manchester’s Zero Carbon future
* Local Economy – creating good, green jobs and skills for Manchester people

The purpose of This City reflects the key housing priorities outlined in the Our Manchester Strategy 2025-35 with focus on the aim to have enough good quality and affordable homes in attractive neighbourhoods.

The post holder will work with senior management in Growth and Development and “virtual” project teams that will be created comprising input from Capital Programmes, Financial Management, Legal Services, Estates and Development, Planning (Development Control), Highways and Neighbourhoods etc. to ensure that the City Council’s input is delivered in compliance with relevant legislative requirements; is in line with the City Council’s systems and procedures; and is overseen by robust governance and co-ordination systems.

The post holder will engage as necessary with statutory (e.g. Homes England, Environment Agency, DLUHC, GM Combined Authority, TfGM) and non-statutory bodies (landowners, businesses, residents) in the delivery of projects.

The post holder will commission internal and external professional / technical input and consultancy support, securing all necessary approvals from all relevant City Council decision making bodies (up to and including the Council’s Executive) and providing accountability to these decision-making bodies in terms of programme delivery and expenditure.

The post holder will lead on and support the Programme Manager in the commissioning and implementation of Neighbourhood Development Frameworks, Strategic Regeneration Frameworks and supporting strategies and polices, as and when required.

The post holder will help to ensure that local and senior elected members are engaged in and kept informed about the delivery of planned interventions into the This City development pipeline.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* 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:** Proven ability in developing complex project schedules that clearly defines the timeline required to achieve the required outcomes, with expertise in identifying and monitoring complicated interdependencies, identifying and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements.
* **Strategic Thinking:** Evidence of thinkingcross-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:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
* **People Management:** Has ability to secure and direct resources for a wide area with diverse staff with clear risks attached to decisions. Ability to define and articulate a strong sense of purpose and engender commitment across individuals and groups to a set of shared objectives.
* **Financial Management:** 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:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

**Technical Requirements (Role Specific)**

* Proven experience of successfully managing and delivering a wide range of complex projects within a diverse workload to a structured project management process, such as PRINCE 2 or equivalent.