


Profile Title:	Project Manager-Infrastructure	 BARNSLEY Metropolitan Borough Council			
Reports to:	Programme Manager/Team Manager				
Employee Management:	Small Team	Grade:	9	Profile Ref:	83251
Purpose of the Post					
<p>To assist in the management of programmes and lead on project management in relation to infrastructure, material goods and resources of the council, ensuring successful gathering and delivery of all requirements.</p> <p>Infrastructure Profiles relate to roles where the main focus is either a significant contribution to the development of large scale information systems or large buildings and/or the main advice on policy or policy development relates to a physical infrastructure.</p> <p>Please refer to the job advert for new roles to understand the main context/team.</p>					
Responsibilities					
<ul style="list-style-type: none"> • Lead on project management, co-ordinating resources to ensure projects are delivered on time and within budget. • Ensure that projects are effectively planned and managed within a formal programme and project management framework. • Provide professional advice and guidance in relation to projects, ensuring that key milestones and information are communicated to internal and external stakeholders. • Work allocation to a small team • Be responsible for monitoring risks and dealing with issues to ensure projects are delivered. • Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement. • Identify, evaluate and implement processes, technology and systems to enhance project and service delivery. • Prepare and deliver reports and presentations. • To be responsible for the recruitment, training and management of a small team, including co-ordination of project teams not managed by the job holder. • Be responsible for monitoring project budgets. • Contribute to the development of service strategies, policies and plans. • Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors and partnership agencies as required to ensure the effective delivery of projects. • Keep abreast of wider developments to enhance the service accordingly, to satisfy internal and external demands. 					

- Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the Council.
- Undertake any other duties commensurate with the role as requested by management.

Education and Training	Measure	Rank
• Level 6	A/C	E
• Relevant Programme/Project Management Training	A/C	E
• Relevant Programme/Project Management Qualification	A/C	D
Relevant Experience	Measure	Rank
• Significant experience of project management to ensure the successful delivery of projects.	A/I	E
• Experience of working on large complex change projects within a large organisation.	A/I	E
• Experience of acting as an advisor to managers at all levels of seniority, external agencies and other forums.	A/I	E
• Experience of continuous service improvement with strong enthusiasm for improving service delivery.	A/I	E
• Experience of promoting positive team working.	A/I	E
• Experience of policy and procedure formulation and implementation.	A/I	E
• Experience of budget management.	A/I	D
General and Special Knowledge	Measure	Rank
• Knowledge of local and national strategies, policies and legislation relevant to the area of work.	A/I	E
• Significant knowledge of all aspects of programme / project management including project planning, risk management, governance, value for money and benefits realisation.	A/I	E
• Knowledge of partnership working practices and principles.	A/I	E
• Knowledge and understanding of large scale services.	A/I	E
• Working knowledge of Microsoft applications.	A/I	E
• Knowledge of the pressures facing local government.	A/I	E
Skills and Abilities	Measure	Rank
• Ability to effectively manage resources (human, physical and financial) to meet defined targets and the priorities of the organisation.	A/I	E
• Excellent communication, interpersonal, facilitation and negotiation skills.	A/I	E
• Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers.	A/I	E
• Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict.	A/I	E
• Strong organisation and time management skills with the ability to work under pressure, adapting to changing workload demands and organisational challenges.	A/I	E
• Ability to motivate individuals to maximise their performance.	A/I	E

Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> • Work in accordance with the council's visions, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post. 	A/I	E