

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

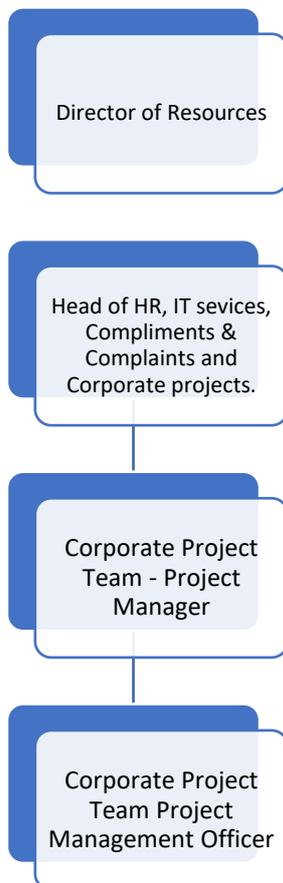
## Job Accountabilities

<b>Job Title:</b> Project Management Officer	<b>Job number:</b> WM0411
<b>Service Area:</b> Corporate Projects	<b>Team:</b> Corporate Project team

### JOB PURPOSE

The role is for a project management officer, working within the Corporate Project team, facilitating the delivery of projects on time and on budget across all service areas.

### POSITION WITHIN SERVICE STRUCTURE



## **JOB ACCOUNTABILITIES**

### **Service delivery accountabilities**

- Undertake a range of projects, in accordance with the agreed plan by coordinating assigned resources and monitoring funding, in order that projects are delivered on time, to the agreed specification and within the defined budget.
- Work proactively with the stakeholders to develop and maintain detailed project plans and documents in order to ensure the timely delivery of projects.
- Deliver multiple projects utilising multiple resources to ensure medium to long term plans are achieved
- Produce project reports to the established format, at agreed intervals summarising progress and identifying areas of potential concern so that issues can be addressed and resolved to ensure the project is completed on time.
- Monitor progress against the project plan and agree remedial actions if required.
- Work flexibly, providing support and cover to colleagues and carry out any other duties as required to ensure delivery of the work.
- Manage time efficiently and contribute to the team working together efficiently.
- Influence and motivate staff at all levels consistently over a prolonged period to ensure team performance levels are sustained
- A working knowledge of IT systems and computer networks in order to ensure the validity of solutions move
- Resolve problems occurring during the project cycle, escalating where appropriate with a series of options and recommendations
- Carry out a post-implementation review of the project, in order to identify areas for improvement, and to gather information from all parties as to the success or otherwise of the project so that future developments can benefit from lessons learned.

### **Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:**

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate behaviours
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

## Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>PRINCE 2 or equivalent Project Management accreditation.</p> <p>Proficient in the use of Microsoft Office Suite.</p>	Experience of using Microsoft Project.	Assessment
Job Competence summary (knowledge, skills, abilities, experience)	<p>Broad project management experience, including delivery of IT focussed projects.</p> <p>Confident verbal and written skills with experience of communicating to all levels within an organisation with tact and diplomacy and in a professional manner.</p> <p>Self-motivated and able to work well both within a team or on own initiative</p> <p>Methodical and capable of working to tight deadlines and with a flexible attitude.</p> <p>An innovative problem solver with the ability to think laterally.</p> <p>A detailed understanding of the practical application, concepts and principles of project management and a working knowledge of business analysis and software implementation.</p> <p>Prepared to have a hands-on approach when needed.</p>	Experience of working in the Local Government sector and the services provided.	Assessment & Interview

Other requirements (e.g. unsocial hours working, driving licence, fit to drive Council vehicle etc)	Although the post is mainly Mon – Fri office hours (37), occasionally out of hours working and the ability to drive to other locations will be required.		
Politically restricted post No			