

Post Title: Project Manager - Transformation
Grade: H**Job Purpose**

As a Project Manager, the post holder is responsible for managing multiple projects within a programme or across multiple programmes of work. The Project Manager will support the Programme Manager with projects that are potentially high value and high risk.

Key responsibilities of the role include working as part of a multidisciplinary team in the development of high-quality project documentation and the delivery of daily tasks toward the successful completion of a project. Working with the Programme Manager, the Project Manager is responsible for the successful delivery of projects on time and within budget and achieving the project outcomes.

The Project Manager will be expected to foster a culture of continuous improvement, encouraging innovation and efficiency in project delivery. This includes identifying opportunities for implementing best practices in project management. They will play a crucial role in stakeholder management, ensuring effective communication and collaboration with all project stakeholders, including internal teams, external partners. This involves managing expectations and risks effectively in a timely manner, addressing concerns, and providing regular updates on project progress.

The Project Manager will contribute to the successful delivery of projects to support the Housing Service's Transformation Programmes. They will actively promote the Council's vision, values, aims, objectives, and priorities, putting our Tenants first through the delivery of best value services.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Responsible for the development of high-quality project documentation including Project Initiation Documents, Project Management Plans and associated documentation.
2. Responsible for supporting senior responsible officers and service leads to deliver projects on schedule, to budget and for achieving the required outcomes for successful delivery.
3. Provide direction to project teams and tactically handle the day to day project activities and communications, often working to tight deadlines and high-pressured work demands.
4. Manage the project scope, budget, timeline and risks and report and escalate risks and issues as required.
5. Support effective stakeholder management through communication, engagement and collaboration with service leads and senior responsible officers throughout the project, working closely with colleagues and partners ensuring that the project is on course for completion.
6. Plan, direct and coordinate activities of designated projects, including their resource.
7. Ensure project engagement reviews and quality assurance procedures take place for all practices within their remit
8. Working closely with finance colleagues to monitor financial performance of projects, tracking savings, and ensuring budgets are adhered to.
9. Identify and escalate cross-programme interdependencies to Programme Manager on a timely basis so that collaboration can be agreed as necessary.
10. To advocate and champion change management taking place in Nottingham City Council.
11. To champion and promote best practice across the organisation in project management and proactively transfer knowledge.
12. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.

Numbers and grades of any staff supervised by the post holder: None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by Head of Change Delivery



Date February 2025

Amended by: Jon Peel, 08.2025

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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	I	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
	Ability to lead and motivate project teams to achieve project goals and objectives and keep projects on track to deliver outcomes and objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems, to troubleshoot and work to create and implement effective solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.	✓	✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
Technical Skills and Knowledge	Proficiency in project management software and tools	✓	✓	
	Strong understanding of project management methodologies (e.g., Agile, Waterfall)	✓	✓	
	Excellent analytical and problem-solving skills.	✓	✓	
	Ability to manage project resources including budgets and financial aspects of projects.	✓	✓	
	Strong communication and interpersonal skills.	✓	✓	
	Ability to identify, assess, mitigate and escalate risks and issues throughout the project lifecycle	✓	✓	
	Strong understanding of quality assurance to ensure that project outcomes, impacts and benefits meet the required objectives.	✓	✓	



	Strong verbal and written communication skills to liaise with internal and external stakeholders and project and team members.	✓	✓	
Qualification requirement	Project Management qualification is preferred	✓	✓	✓
A - Application	I - Interview	D – Documentary		