

# Local Government Reorganisation

## Delivering Two New Councils for Cumbria



### Post Specification

<b>Date</b>	<b>November 2021</b>
<b>Post Title</b>	<b>LGR Project Manager</b>
<b>Job Reference</b>	<b>7292</b>
<b>Job Family</b>	<b>OS14</b>
<b>Pay Grade</b>	<b>Grade 14</b>
<b>Reports to</b>	<b>LGR Programme Manager</b>

#### Service Area description

On 21 July 2021, the Secretary of State announced plans for the reorganisation of local government in Cumbria. Local government in the county will transition from the current tiered structure with the county council and six district councils providing different services, to two new unitary councils from 1 April 2023. A West unitary authority will comprise the area covered by Carlisle, Allerdale and Copeland districts; and an East unitary authority will comprise the area covered by Eden, South Lakeland and Barrow districts.

The seven local authorities in Cumbria are collectively developing and delivering a transition programme to create two new distinct councils focussed on the communities they serve. This is a once-in-a-generation opportunity to shape the county's local government services for the better.

The scale and complexity of the LGR Programme requires significant programme/project management skills and experience to ensure the coherence, integrity and delivery of the programme.

This is an exciting opportunity to play an important role within the LGR Programme, helping to ensure its success by contributing to and supporting the delivery of part of the programme.

#### Purpose of this post

This is a high-profile role supporting project/workstream owners by developing and managing the delivery of complex projects/workstreams within the Cumbria LGR Programme.

Working with colleagues across the county and district councils (and where appropriate key external partners) to design and implement the required change within a defined part of the Cumbria LGR Programme, taking an evidenced based approach that ensures services are customer focussed, innovative and efficient.

The Project Manager will be responsible for defining, developing and delivering large scale projects which are complex and/or have a high level of risk attached.

## Key job specific accountabilities

1. Proactively manage project delivery to high quality standards by preparing project documentation, in line with the LGR programme project management methodology and associated tools. Set out the project objectives, plan, costs and performance measures to ensure that work is carried out in a timely and effective manner and to meet budgets and deadlines where applicable.
2. Conduct business analysis, identify and make recommendations for change to deliver service improvements and efficiency gains, and assess and challenge the impact of proposed changes
3. Undertake research involving suppliers, partners, peer organisations and representative bodies as appropriate to determine best practice and innovation relevant to the LGR Programme
4. Engaging staff across County and District Councils and partners, implement agreed solutions, ensuring compliance with the design principles, ensuring implementation and benefit realisation plans are in place, and supporting the transition between 'as-is' and 'to-be'
5. Actively engage with the project sponsor/owner and other stakeholders during the course of a project and communicate effectively on project deliverables to ensure they are well received by the recipients of the change and that the project is successfully delivered and benefits realised
6. Manage the work and priorities of the project team throughout the project lifecycle, defining appropriate products, standards and timescales, to ensure that the project delivers quality products to time and within budget
7. Advise project boards, resolving issues and recommending corrective action as appropriate so that projects are sustained and implemented, working within the agreed decision-making process/project governance arrangements
8. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post

## Key facts and figures of the post

<b>Budget Responsibilities</b>	No direct core budget responsibility but may have some responsible for management of project expenditure and working within project budgets.
<b>Staff Management Responsibilities</b>	Organise and co-ordinate the work of staff within and across various teams, outside formal line management arrangements, to deliver projects
<b>Other</b>	A high-profile role, delivering projects for Cumbria LGR Programme

## Essential Criteria - Qualifications, knowledge, experience and expertise

- Degree level qualification and/or equivalent relevant knowledge and experience
- Experience of developing and delivering medium and large sized change projects in a large and complex organisation, working with external partners
- Experience of managing stakeholder relationships within complex projects with the ability to manage and resolve conflict
- Ability to challenge existing practices in a constructive way to encourage others to embrace new ways of working/practices
- Customer focussed approach and commitment to excellent customer service
- A track record of delivering service improvements and reducing service costs
- Ability to work on own initiative and to work as part of a team
- Ability to work under pressure and to effectively manage competing priorities and deadlines
- Ability to analyse and interpret information and undertake research
- High level of communication skills and the ability to write clear, concise, coherent reports
- Good interpersonal skills, including negotiating, people management, motivation
- Knowledge of the National and Local Government agenda, current issues and challenges.
- Political sensitivity and a demonstrable ability to recognise influence and manage the communication consequences of sensitive project issues

## Disclosure and Barring Service – DBS Checks

- This post requires does not require a DBS check.

## Job working circumstances

<b>Emotional Demands</b>	<ul style="list-style-type: none"><li>▪ Will involve working on multiple and competing priorities at the same time.</li><li>▪ Involvement in projects which may receive strong opinion and / or opposition from those potentially affected.</li></ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"><li>▪ Predominantly office / home based, with minimal physical demands.</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>▪ Predominantly office / home based but may be required to travel around county to varied council (and potentially partner) offices / sites.</li></ul>

## Other Factors

- None