



Portfolio of the post

Date	October 2020
Post	Workstream Project Manager Level 1 for career grade
Job Family Role Profile e.g. BS6	OS16
Final Grade	16

To be read in conjunction with your role profile

Service Area description

This is a key post within the Councils Capital Programme. The Capital Programme is valued at circa. £120m p.a. and delivers projects on behalf of a wide range of services and functions including Place, Strategic Infrastructure, People Services, Corporate Landlord and Fire Service.

This post will play a significant role on the delivery of some of the Council's largest capital projects through leadership of a project workstream within a major project or programme environment.

Purpose of this post

- Support the development and delivery of critical workstream(s) within a major project or programme environment.
- Support the Management of high performing multi-disciplinary project teams and third party organisations across any or all stages of project life-cycle.
- Support project leadership of high value commercial activities such as procurement, contract management, land acquisition and commercial development and undertake project leadership of lower value activities in these thematic areas.
- Work alongside a senior level workstream Senior Responsible Owner.
- Work closely with subject matter experts to ensure their expertise affectively contribute to workstream delivery and overall project / programme success.
- Support the management of the activities of both internal colleagues and external suppliers as required to ensure project delivery.
- Represent Cumbria County Council in relevant industry forums, statutory processes (including acting as an expert witness) and in public communications activities.

Key job specific accountabilities (max 5)

<p>1. Pro-actively support the management of project workstream delivery to high quality standards on time and within agreed budgets. Adopting an open and balanced approach to active issue and risk management and escalation.</p> <p>2. Ensure compliance with all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions.</p> <p>3. Work effectively with external partners and stakeholders at all levels including senior officers and elected members.</p> <p>4. Actively participate in the continuous improvement and development of increased efficiency by pro-actively sharing project management expertise and promoting a culture of high quality project delivery.</p> <p>5. The specific detail of each workstream is likely to be different. Examples include: major land acquisition activity, major works from statutory undertakers, highway and property design management, communications and complex stakeholder engagement, financial or commercial monitoring and assurance.</p>	
<p>Key facts and figures of the post</p>	
<p>Budget responsibilities</p>	<ul style="list-style-type: none"> Support the management of workstream budgets up to £20m p.a or equivalent asset or risk values. Or to have direct budget responsibility of lower value workstream budgets up to £10m or equivalent asset or risk values.
<p>Staff management responsibilities</p>	<ul style="list-style-type: none"> Support the leadership project teams through matrix management arrangements. Line management of a small team.
<p>Other</p>	<ul style="list-style-type: none"> The post-holder must be equally confident at all project stages from inception to completion or be committed to their own development to enable this confidence to be built.
<p>Post Specific - Qualifications, knowledge, experience and expertise</p>	
<ul style="list-style-type: none"> A track record of delivery in a project management environment or technical discipline relevant to the project or workstream. Experience of managing high public profile services, projects or activities or scale. Experience of local authority governance requirements. Recognised qualification or working towards this with demonstrable suitable experience in one or more of the following subject areas: Property or highway design, land acquisition including compulsory purchase, communications and stakeholder management, construction contract procurement and contract management, project delivery or project controls. Evidenced project, programming and risk management skills. Demonstrable experience of working with a range of external and internal stakeholders including external funding bodies and statutory organisations. Experience of working in a commercial environment and commitment to the delivery of affordable and value for money public services. 	
<p>Job working circumstances,</p>	
<p>Emotional demands</p>	<ul style="list-style-type: none"> Minimum exposure.
<p>Physical demands</p>	<ul style="list-style-type: none"> Normal effort required.
<p>Working conditions</p>	<ul style="list-style-type: none"> No additional demands.
<p>Other Factors</p>	
<ul style="list-style-type: none"> This role will form part of the project teams delivering some of the highest value and strategically most significant capital projects in the Councils portfolio. Many of these projects will be above £40m in value and may be as high at £150m. These teams operate a very positive delivery focussed culture. This role represents an exciting opportunity to play a key role in helping the council achieve some of its largest ambitions. 	