



## Job Summary Overview

<b>Job title</b>	Project Management Lead (Innovation)
<b>Career family</b>	Organisational Enablers
<b>Professional pathway</b>	Local Government, Innovation and Public Affairs
<b>Career family level</b>	Technical / Professional Expert or Specialist (Tier 6)
<b>Grade</b>	Grade 13
<b>Reports to</b>	Innovation Operations Manager
<b>Financial responsibility</b>	<p>Co-ordinating project claims, checking evidence and oversight of the project finance code, ensuring all postings are accurate and flagging any issues.</p> <p>Reviewing budgets and forecasting for projects that they are leading, ensuring project expenditure is within budget and flagging potential for over and underspend.</p> <p>Leading projects and programmes of work of up to £1.5m and being the responsible cost centre manager to ensure effective and efficient project expenditure within budget and flagging potential for over and underspend. Signing off expenditure of up to £100k.</p>
<b>Supervisory responsibility</b>	Will be responsible for stakeholders on projects, and the development of apprentices, junior colleagues and new starters including coaching and mentoring.
<b>Reference number</b>	

## Job Summary

Innovate Oxfordshire is the innovation arm of Oxfordshire County Council, designed to drive public sector transformation through applied innovation. The Innovation Service is the spearhead for the delivery of the Innovation programme, promoting and driving forward the Oxfordshire-wide Innovation ecosystem. Its vision is to position Oxfordshire County Council as a national leader in local government innovation by:

- Bridging public sector needs with academic and industry expertise.
- Delivering measurable improvements in service efficiency and resident outcomes.
- Creating scalable models for innovation that can be shared across the UK.

This role leads the Innovate Oxfordshire programme, driving innovation across Oxfordshire County Council by fostering collaboration between public, private and academic sectors.



Key responsibilities include developing and managing innovative projects, securing funding, overseeing budgets and financial reporting, and supporting strategic and operational improvements across the authority.

The position requires effective stakeholder management, process optimisation, and end-to-end project leadership, with a strong emphasis on delivering measurable improvements, supporting bid development, ensuring governance compliance, and promoting a culture of innovation and customer service within the council.

The Project Management Lead (Innovation) is dedicated to the successful delivery of innovation initiatives, managing projects from initial concept through to completion and evaluation. This role demands strong organisational, communication, and problem-solving skills, with the ability to coordinate multidisciplinary teams and engage a wide range of stakeholders.

The Project Management Lead (Innovation) is accountable for maintaining project timelines, budgets, and resource levels, while proactively identifying risks and ensuring mitigation strategies are in place.

Working within a dynamic and fast-evolving environment, the Project Management Lead (Innovation) champions innovative working practices and agile methodologies. The role contributes to continuous organisational improvement, supporting the development of a thriving innovative ecosystem for Oxfordshire. The role’s remit includes the preparation and management of project documentation, regular reporting to members, Senior Leadership Team and other key stakeholders on progress and outcomes, and the facilitation of lessons learned to inform future initiatives.

In addition, the role is responsible for developing wider project management process, for wider use across the service, supporting in ensuring consistency of approach.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Experience in project management: Proven ability to manage the end-to-end lifecycle of projects, including project development, bid writing, delivery, risk and quality management, reporting, and close-down.	✓	
Financial management skills: Demonstrated experience managing budgets in line with organisational policies, including oversight of claims submission, accurate record-keeping for audits, and direct responsibility for selected budgets.	✓	
Reporting and analytical skills: Ability to coordinate regular and annual reporting, provide necessary information for performance management, and support the creation of strategic service reports.	✓	
Stakeholder engagement: Strong interpersonal skills with experience building and maintaining effective working relationships with senior managers, political figures, partners, and operational teams.	✓	



Organisational skills: Proven ability to manage own workload and resources to ensure successful service delivery and to meet deadlines for reporting and project milestones.	✓	
Customer service focus: Commitment to promoting a high standard of customer service both within the organisation and externally.	✓	
Knowledge of governance and compliance: Understanding of governance processes around evidence storage, audit requirements, and risk reduction.	✓	
Experience of process design or development of operating procedures	✓	
Experience of change management		✓
Experience in public sector or local government: Previous work in a local authority or council service environment.		✓
Experience with Innovate Oxfordshire or similar innovation programmes: Familiarity with the goals, stakeholders, and reporting requirements of innovation-focused or grant-funded projects.		✓
Advanced IT skills: Ability to use project management and reporting tools to a high standard.		✓
Relevant professional qualification: Hold a recognised project management qualification such as PRINCE2, APM, or PMI.		✓
Experience in performance management: Background in developing and monitoring performance metrics and contributing to strategic reporting.		✓

## Working Arrangements

- The post is not politically restricted.
- Enhanced, Standard or Basic DBS check with Barring List might be required based on project involvement.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our [Agile Working Policy](#).
- Able to travel across the county and work from various office locations within the county.

## Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
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<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		