

Job Description

Section A: Job Profile

Job Details

Job Title:	Transformation Project Manager
Salary:	£44,711 to £47,754
Grade:	G12
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Transformation Team – Project Management Office/Directorate PMO
Service Area:	Matrix style of working
Primary Location:	County Hall, Oxford OX1 1ND including our Agile working principles. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.
Budget responsibility:	N/A
Responsible to:	Transformation Programme Manager – Matrix. This will be dependent upon the project you are working on.
Responsible for:	Successful delivery of projects
Political Restricted Post:	N/A

Job Purpose

A brief overview of the key objectives of the job:

Oxfordshire County Council are embarking on a programme of transformation and change to transform the way we become a partner, an employer and place shaper of choice.

We are developing an ambitious multi-year transformation plan that will deliver the radical change needed to meet our nine strategic priorities, our Organisational Priorities of being an Employer, Partner and Place shaper of choice, as well as our Vision for a successful and sustainable Oxfordshire County Council of the future.

This post will be part of the Transformation Project Management Office (PMO) and will manage and deliver several projects that will run in parallel to achieve the strategic objectives outlined within the Strategic Plan.

Reporting to the Programme Manager for project accountability but being directly line managed by the appropriate Director or Head of Service as part of matrix management, this post will work across a number of projects and sub-groups to ensure the efficient and effective running of the programme.

The Project Manager will be responsible for the lifecycle management of a project using the PMO handbook, co-ordinating the key deliverables (including financial and non-financial benefits) to ensure complete solutions are delivered on time, within budget and to agreed standards and will lead on service improvement activities.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

Capabilities

- **Organisation:** Ensuring the smooth progression and timely delivery of a breadth of tasks across a team through identifying goals, priorities, breaking down complex tasks into achievable actions and communicating this effectively.
 - **Communication:** To effectively manage a project, there needs to be clear communication between the team and wider OCC to ensure everyone has access to the right information at the right time. Communication skills span written and verbal, communication requiring concise language to communicate progress, benefits, risks, etc.
 - **Negotiation:** Project management through keeping key stakeholders on track, navigating roadblocks, and compromising to maintain relationships and agreement.
 - **Problem solving:** Working through problems which arise throughout a project lifecycle by gathering the right information, identifying a solution, and coordinating the delivery of this with the right stakeholders.
 - **Risk management:** Identifying, flagging, and assessing risks/issues before they become a problem and planning mitigations to manage them.
 - **Attitude:** What techniques do you use to change mindsets, behaviours and support colleagues to adopt different ways of working
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- Responsible for the administration and management of all project documentation (referring to the PMO handbook) including updating project plans, recording actions, updating risk registers, decision logs and creating and maintaining checkpoints and highlight reports ensuring all works are complete, project timescales are adhered to and established corporate procedure is followed.
 - To be responsible for ensuring the project is managed and delivered using the project management guidelines outlined in the PMO handbook; develop and maintain project plans and documentation to required standard, manage the implications of risks, issues and change requests on the project scope – escalating through the appropriate governance channel. Manage the change control process, ensure key decisions and meeting minutes are documented and communicated.
 - Ensure all project documentation is updated and collated by the assigned Project Manager and deliverable for presentation at decision making boards including risk registers, highlight reports and power point presentations.
 - Engage with stakeholders and technical consultants to ensure project scope is defined and projects delivered in a timely and cost-efficient manner ensuring OCC departmental policies and procedures are fully adhered to.
 - Initiate further project implementation documents (PID's), project plans, project communication documents and direct departmental staff at all levels in preparation for and delivery of additional internal projects when required and in line with PMO handbook.
 - To be accountable for the quality and schedule of project deliverables as defined by the business case – scheduling and conducting quality reviews as outlined in the project plan.
 - Direct, lead and motivate the project teams, building relationships with stakeholders and cross-functional interfaces.

- Be a driving force to move the projects through their lifecycle as quickly as possible, creating a sense of urgency. Provide timely updates stakeholders.
- Prepare reports, data spreadsheets and power point presentations for the Programme Manager in preparation for decision making boards.
- Assist in the management of contract or consultancy staff used to supplement in-house resources, and the overseeing of staff seconded from other sections when undertaking project work.
- Provide concise information and advice to identified partners or individuals as detailed within the project to ensure the appropriate action is taken to comply with legislation, and project milestones and objectives.
- Work with the Programme Manager to define required activities, identifying the critical success factors, requirements, and targets for delivery and assigning work packages where required.
- Carry out lessons learned review and evaluation of the completed process/project providing a report and lessons learnt document.
- Undertake desk-based research and consolidate into succinct reports or presentations.
- Develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals.
- Act as an ambassador for performance-based culture and change and role model the Delivering the Future Together values and behaviours.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Knowledge and use of PRINCE II methodology or other recognised project management methodologies	AF/I

Intermediate computer skills and experience in using the full range of Microsoft Office / Office 365 applications and the ability to use these effectively in this role.	AF/I
Previous experience in programme or project delivery environments with a proven record of managing workstreams and projects with multiple delivery partners and stakeholders. Experience of working in politically complex situations and proactively managing problems and opportunities.	AF/I
Ability to create concise written documents and reports with accuracy and attention to detail.	AF/I
A commitment to providing a high-quality service to customers/client's service with commitment to continuous improvement.	AF/I
Track record of working on complex, integrated & fast-paced projects, which deliver tangible results for customers with demonstrable organisational skills such as multi-tasking, use of initiative, problem solving, working independently and prioritising workloads and the ability to be resilient in a pressurised environment subject to changing workloads and conflicting priorities.	AF/I
Excellent communication and interpersonal skills with the ability to develop and maintain beneficial working relationships with multiple stakeholders across all levels.	AF/I
Ability to prioritise effectively and be flexible as situations change and develop.	AF/I
Professional integrity with the ability to maintain confidentiality, treat sensitive information with discretion and deliver consistently on our company values.	AF/I
Ability to work on your own initiative and work collaboratively as part of a team.	AF/I
Desirable Criteria	Assessed By:
Project/programme delivery qualifications, e.g., PRINCE2, MSP, APM	AF/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring

<input type="checkbox"/>	Other (please specify):
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Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job 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
<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 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):		