

Job opportunities

Position details

Position:	Senior Project Manager (Fixed term for 24 months)
Hours:	37
Salary:	£41,418 - £44,428
Location:	Exeter, Honiton, Newton Abbot
Vacancy type:	Fixed Term
Closing date:	Sunday, 26th May 2024

Job pack and application

Please visit the [Strata website](#) for a job pack and application form.

If you experience any difficulties applying for these roles please contact the HR team.

Strata Human Resources
East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

Phone: 01395 517553

Email: hr@eastdevon.gov.uk

Senior Project Manager - Fixed Term Role (24 Months)

Exeter/Honiton/Newton Abbot

Grade 7

At Strata we are passionate about our people and about our technology as well as our digital transformation. We pride ourselves on our integrity towards our colleagues and clients as well as providing service excellence at all times. We are collaborative in the way in which we work, our fast-paced environment provides many opportunities for exposure to new technologies and methodologies.

As a local Government owned business, our people are at the heart of what we do our objective being to provide an inclusive environment where everyone can contribute to the progression of our organisation.

An exciting opportunity has arisen for a Senior Project Manager to join our team on a Fixed Term Contract for 24 months. In this role you will be a confident and professional communicator who is able to interact with our clients and key stakeholders, with a broad understanding of IT systems, as well an ability to manage the delivery of multiple projects that form part of Strata's business plan, in addition you will have experience in leading projects ensuring that you are able to motivate the team around you to deliver key outcomes.

The Role

- To ensure high levels of customer service to our main clients, Exeter City Council, East Devon District Council and Teignbridge District Council.
- Working alongside our Product Delivery Manager, supporting the development and implementation of our business plan ensuring completion of Strata's business objectives.
- You will assist with the developing and maintaining the programme of projects ensuring stakeholder involvement and engage with key service managers across our client base.

You're Experience

You will demonstrate proven experience within:

- Business systems strategy and how IT systems can be integrated to deliver this.
- The use of Prince2 and how this can be applied to the lifecycle of a project.
- Public and/ private sectors.
- Project Management and how this can be demonstrated to bring about success in achieving strategic goals.
- ITIL processes and the use of CMDB.

The Essentials

You will have a proven track record in:

- The planning and prioritisation of tasks.
- Managing complex ICT projects through to completion.
- Building relationships with key stakeholders to achieve the desired outcomes of projects.
- Excellent written, oral and interpersonal skills.
- Taking ownership and accountability for work undertaken.

What's in it for you?

We offer a competitive package which includes:

- Salary – from £41,418.00 - £44,428.00.
- Significant employer contribution to the Local Government Pension Scheme.
- 37 hour working week – Flexible/hybrid working.
- 28 days holiday.

If you feel you have the blend of skills that we require and would like to apply for this role, please send your CV with a covering letter to hr@eastdevon.gov.uk

JOB DESCRIPTION

POST TITLE:	Senior Project Manager (Fixed Term)
REPORTS TO:	Product Delivery Manager
RESPONSIBLE FOR:	None
GRADE & SALARY	Grade 7 - This is a fixed term (24 months) position.

OVERALL PURPOSE OF ROLE:

To manage a group of Project Managers when required, in the capacity of a Programme Manager to support the delivery of multiple projects which interconnect or are complex in nature. Support the Product Delivery Manager in developing and implementing the Business Plan to deliver the business objectives of Strata's customers and Strata itself.

Assist manager to develop and maintain the programme of Strata projects together with good stakeholder involvement and communication using the incumbent tools at the time such as KanBan and project planning tools.

Engage with key service managers across all customers as directed by Business Relationship Managers or from customer requests, regularly for creation and management of business cases and change requests.

CORE RESPONSIBILITIES

1. Oversee management of projects through entire lifecycle ensuring scoping, design, delivery and BIS phases are completed.
2. Maintain a resource allocation plan against projects and an agreed change programme.
3. Secure appropriate resources to deliver the project in terms of staff, skills, funds and supportive functions.
4. Ensure project budgets and costs to complete are recorded.
5. Collaborate with stakeholders to define product requirements, features, and release schedules.
6. Develop and maintain detailed project plans, timelines, and roadmaps, tracking progress and adjusting plans as needed.
7. Coordinate with Strata teams and council teams to execute project tasks and deliverables and maintain a resource allocation plan for all Strata staff against projects and changes.
8. Identify and mitigate risks and dependencies that may impact product delivery, implementing mitigation strategies and contingency plans.
9. Communicate project status, updates, and risks to stakeholders.
10. Ensure that work packages issued to team members are fully defined, authorised and effectively carried out and ideally delivered using the appropriate project management methodology.
11. Support the PMO by providing management information on projects to assist in monitoring and controlling the ICT programme of work.
12. Provide all required project documentation to the PMO for review and approval to proceed to the next project stage. Said documentation is as defined by Strata Project Governance standards or as prescribed by the PMO.
13. Ensure projects deliver the desired outcomes to the agreed quality level where appropriate.
14. Provide regular input to the Service Improvement Plan.
15. Any other duties commensurate with grade and role.



OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

SIGNATORY

PRINT NAME

DATE

Job holder -----

Line Manager-----

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role

PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/ Desirable (E/D)	Method of Assessment
Education/training	<ul style="list-style-type: none"> ▪ Good general school background ▪ Technical or business degree ▪ Prince 2 or other project management methodology 	<p style="text-align: center;">E D E</p>	
Knowledge	<ul style="list-style-type: none"> ▪ Overall understanding how developed systems and third party IT systems can be integrated to deliver a business systems strategy ▪ Working knowledge of the full life cycle of a project and how Prince2 can be applied ▪ Working knowledge of the full life cycle of a system. ▪ Programme management and stakeholder management and how Prince2 practice can be used pragmatically ▪ Business case production ▪ Understanding of PSN requirements relating to business systems. ▪ Understanding of software system design processes ▪ Working knowledge of information and data delivery and management requirements. ▪ Broad understanding of wide range of IT infrastructure ▪ Good knowledge of local government business and processes. ▪ Understanding of financial management and reporting processes in a council ▪ ITIL processes and use of cmdb 	<p style="text-align: center;">E E E E E E D E D E E D</p>	
Skills and Abilities	<ul style="list-style-type: none"> ▪ Able to clearly plan and prioritise tasks and coordinate own and other staff's workloads in a mixed environment of project and customer support. ▪ Able to plan and develop a programme of IT projects with interlinked and scarce resources ▪ Stakeholder management and communication ▪ Sound project management ability for complex ICT projects ▪ Able to build productive and collaborative relationships with key customers and colleagues 	<p style="text-align: center;">E E E E E</p>	



Solutions for government

	<ul style="list-style-type: none">▪ Able to analyse problems to root cause and develop improvement strategies and actions.▪ Makes best use of available information and resources to exercise decision making responsibilities▪ Communicates honestly, openly and clearly▪ Focuses on the system of work and pays attention to measures and deadlines	E E E E	
Successful experience in	<ul style="list-style-type: none">▪ Developing project management processes and developing programme reports for customers▪ Developing specifications and user requirement for systems and projects▪ Managing a portfolio of 3rd party business systems and dealing with suppliers▪ Negotiating with suppliers and managing contract and supplier relationships.▪ Carrying out service reviews and developing stakeholder relationships.	E E E D D	
Special requirements	<ul style="list-style-type: none">▪ A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act).	E	

RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test