

PROJECT MANAGER

Reference No.	A4347	Type	Generic
Service	Economic Development Team		
Job Family	Professional 3	Grade	FC9

Purpose

To manage, develop and/or implement a range of projects on behalf of Economic Development Team – which will aid further development of Fife Council corporate and service strategy.

Responsible for driving the development of projects within the team, some of which will be at the heart of partnership working in Fife to support business creation and business growth. Such as engagement in Climate Action, Key Sector Development, Funding Bids, Levenmouth Reconnect, UK Shared Prosperity and alignment with other key council service teams.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing, initiating and developing significant project(s) in line with project briefs. Preparing Business Cases and Committee Reports or submission to an external body, which may include capital investment from UK or Scottish Government or accessing UK Shared Subsidy opportunities.	<p>Considerable experience within a targeted delivery outcome role (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Educated to SCQF level 9 which includes a Degree level or equivalent in a relevant discipline</p>	<p>✓</p> <p>✓</p>	<p></p> <p>✓</p>

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Appropriate professional qualification depending on specific project(s) requirements		
Providing focussed project management in determining the objectives to identify required needs and to manage agreed project(s), or programmes of strategic change with the Service Manager, other Council Services, other agencies or partners as required.	Ability to think strategically with experience of translating strategy into deliverable plans agreed by Service Manager and Head of Services. Experience of facilitating project implementation and engagement across various services.	✓ ✓	
Developing proposals and mechanisms which enable complex planning to be achieved between stakeholders and developing working arrangements and reaching agreements, resolving conflicts as required.	Ability to develop creative and practical solutions Experience of effective collaborative working (Work together)	✓ ✓	
Determining the definition of outcomes, local monitoring arrangements and long-term sustainability through precise, costed and achievable measures.	Experience of meeting diverse objectives within defined timescale (Take ownership) Ability to budget and cost Experience of monitoring performance measures	✓ ✓ ✓	
Ensuring compliance with legal, regulatory and professional body requirements.	Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as Health & Safety and Data Protection	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Submitting reports via Service Manager to Project Board or Committee for approval and undertaking consultation as required.	Report writing skills	✓	
Working in partnership, engaging and encouraging professional colleagues or others by promoting the value of project(s).	Effective communication skills/empathy (Focus on customers) Presentation skills/confident delivery style	✓ ✓	
Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures.	Ability to initiate and manage continuous improvement Ability to prioritise workload under pressure and deadlines	✓ ✓	
Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between interested parties.	Ability to work flexibly and imaginatively Ability to engender trust and confidence	✓ ✓	
Carrying out research and analysis, reporting back to the Service Manager, Project Board, Implementation Board or other relevant stakeholders.	Analytical skills	✓	
Organising, maintaining and supporting the use of information technology systems/software, complying with corporate ITS processes for procurement of kit and systems.	Knowledge of Management Information Systems Appropriate skills to access and deploy all corporate ITS processes and policies	✓ ✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	IT Skills (Embrace technology and information)	✓	
Assessing and procuring/purchasing any necessary project(s) elements within relevant financial regulations and Best Value framework.	Appropriate skills to access and deploy all corporate financial processes and policies	✓	
Assessing employee resourcing requirements to meet the project(s) delivery plan, complying with the service and corporate HR policies.	Appropriate skills to access and deploy all corporate HR processes and policies.	✓	
Managing and motivating colleagues and stakeholders, including resolving conflict.	Team building skills	✓	
	Exemplar of manager self-service and corporate behaviours	✓	
	Ability to motivate others to perform to the highest standards	✓	
Being actively involved in any national developments affecting project(s), representing Fife as and when required.	Political awareness and sensitivity	✓	
	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

E = Essential Criteria D = Desirable Criteria

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results