



# Role Profile

## Assistant Project Manager (Tay Cities Deal Digital Skills)

Reference No:	A5079		
Service:	Business & Employability		
Job Family:	Project Management	Grade:	FC8

### Purpose

To plan, co-ordinate and manage the development and delivery of projects for Tay Cities Deal Digital Skills project, within the Regional Skills & Employability Development Programme, funded by the Tay Cities Region Deal.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading and co-ordinating the work of development and design teams/contractors/specialist consultants for new projects within Tay Cities Deal Digital Skills project, within the Regional Skills & Employability Development Programme, funded by the Tay Cities Region Deal.in consultation with relevant stakeholders. The role is crucial for creating and maintaining strategic focus, ongoing alignment, and momentum in delivery of the investment plan.

Shaping possible project design, quality, and cost options (with technical support and advice from other Council Services or external design teams) to meet project/programme objectives. Undertaking all other duties as required for the role – duties will be in line with the grade.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**     **D**

Project management, time management and leadership experience

✓

PRINCE2 Practitioner or equivalent project management qualification

✓

Educated to SCQF level 7, which includes an HNC or SVQ level 3 or equivalent

✓

Membership of a relevant professional body such as IED

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Knowledge of current and future economic policy issues and trends	✓	
Influencing, monitoring, and reporting on project progress - including time, cost, and quality parameters - and identifying / addressing risks & issues from inception through to completion.	Experience of working with other professional disciplines	✓	
	Experience of preparing reports		✓
Ensuring through a proactive attitude that proper and timely action is taken to obtain all required approvals.	Strong interpersonal, networking and group communication skills	✓	
	Experience of using initiative and working with minimum supervision		✓
Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post completion evaluation.	Self-motivating, able to work on own initiative and liaise effectively with key staff operating in a multi-disciplinary environment, including consultants	✓	
Developing funding packages to support the provision of new or enhanced projects, including seeking out and preparing bids for internal and external funding sources.	Ability to travel to sites around Tay Cities Region (North East Fife, City of Dundee, Angus and Perth & Kinross Council Areas)	✓	
	Ability to provide a regular and effective service	✓	
Conducting commercial negotiations with private sector funders and partners.	Experience of managing budgets with funding from multiple sources	✓	
	Commercial acumen and negotiation skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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