

## Chichester City Council

**Job Title:** Project Manager  
**Accountable To:** Town Clerk  
**Base:** The Council House, North Street, Chichester, PO19 1LQ  
**Hours of work:** 37 hours per week  
**Salary:** SCP 37 - 40 (£45,441) - (£48,474)  
**Contract:** 2 year fixed term contract, capable of being extended.

### Purpose of the Post

The Council has committed to an ambitious five-year plan, which will support better local facilities and services and enhance the physical and social infrastructure of Chichester. Working alongside City Council officers, councillors and partners, the Project Manager will ensure the successful delivery of key projects to achieve these ambitions. These include:

**Street Lighting** - Completing a City-wide project to audit dark spots and then plan and implement a programme of additional streetlighting installation to support community safety and the evening & nighttime economy.

**New Southern Community Centre** – Completing a feasibility study into the design and development of a new community facility in the South of the city.

**Updating of the Council House** – Working with councillors, designers and architects to complete a project to update the Council House and create a more accessible, welcoming and flexible facility for the future.

**Outdoor Performance Space** – Working with partners across the City to facilitate the installation of a purpose built outdoor performance venue to support the arts and local communities.

**Neighbourhood Plan** Working with communities and stakeholders and external consultants, to help deliver a successful Neighbourhood Plan

The projects are all characterised by their high levels of stakeholder involvement and importance to the Council's strategic aspirations. The projects will be commenced when the timing is appropriate.

### Main Duties & Responsibilities

Working closely with the Clerk and Councillors, the postholder will:

1. Be responsible for the day-to-day management and supervision of key strategic projects.
2. Work alongside externally commissioned technical and design teams to progress the delivery of key projects.
3. Contribute to the inception, design and delivery of capital plans for key projects.
4. Work with local community partners on plans for the development of community assets to support the delivery of the Council's five-year plan, including the production

of detailed business cases and submission of grant funding applications, supported by externally commissioned expertise as necessary.

5. Be responsible for programme management including the co-ordination of documentation (developing, implementing and monitoring the programme plan) and providing update reports / briefings for Managers and Councillors.
6. Be responsible for ensuring that proper governance and processes are established and implemented for each project. Responsibilities may include co-ordinating key project board meetings, preparing presentations and/or project reports, or managing stakeholder consultations.
7. Develop positive relationships with contractors, external partners and stakeholders attending meetings and providing advice & support to such groups as may be required.
8. Working across services, identifying external funding opportunities to deliver the Council's vision and take the lead on funding applications.

#### **Other Duties**

- Comply with the City Council's policies and procedures at all times.
- Maintain the integrity of the Council in all internal and external communications
- Adopt a flexible approach to working hours with an ability to work outside normal office hours, to include evenings and weekends as required by the business.
- The postholder will be expected to attend evening Council and committee meetings.
- Undertake any other duties commensurate with the level of the post

## Chichester City Council Project Manager

Person Specification	Importance	How Assessed
<b>Experience</b>		
Experience of working in the areas of service development or project management in a relevant area, such as capital or construction projects, infrastructure or community development.	Essential	Application, references, interview.
At least 1 year experience of successfully managing the day-to-day delivery of a range of projects / programmes with some experience or understanding of successfully using standardised project and programme management methodologies	Essential	Application, interview.
Experience of performing day to day financial tasks with good financial acumen to maximise income and control costs	Essential	Application, interview.
Experience of working with suppliers and contractors to deliver works or services, managing their performance and securing value for money and positive outcomes for the client body	Desirable	Application, interview
<b>Knowledge</b>		
Understanding of the different forms of consultation and engagement with the community, key stakeholders and other third-party organisations and hard to reach groups	Essential	Application, interview
A good working knowledge of delivering a public service within a local government setting.	Desirable	Application, interview.
<b>Skills</b>		
Highly motivated and proactive	Essential	Interview
Commercially astute and able to recognise, define and put plans in place to maximise income generation and grant funding opportunities.	Essential	Interview
Ability to build relationships with a variety of people and work collaboratively to achieve successful outcomes, making constructive contributions and taking a fair share of the work	Essential	Application Interviews
Proficient in the use of computer information systems including Project, Word, Excel and Powerpoint, or equivalent and financial packages.	Essential	Application, references, interview.
Ability to collect / collate, analyse and summarise information, including statistical and financial information for a range of audiences	Essential	Application, Interviews
Knowledge of projects and/or programme management methods and processes for example Prince II	Essential	Application, Interviews
Able to work to deadlines, meet outputs and delivery targets	Essential	Application, references, interview.

<b>Person Specification</b>	<b>Importance</b>	<b>How Assessed</b>
Working flexibly - taking a lead role on one project while contributing to a number of work streams / projects simultaneously	Essential	Application, Interview
Numerate with accuracy and attention to detail	Essential	Application, references, interview.
Excellent listening and communication skills. A strong influencer, able to communicate effectively with a range of audiences in both written and spoken English	Essential	Application, references, interview.
<b>Qualifications</b>		
Educated to degree level, HND or equivalent professional or vocational qualification or specialist experience in a relevant technical discipline. Substantial evidence of on-going professional development.	Essential	Application, interview.
Possesses Prince II or other similar recognised Project Management Qualification	Desirable	Application
<b>Other</b>		
Willingness to work flexibly including some weekend and evening working	Essential	Interview.
Possession of a full driving licence	Desirable	Application