

Rutland County Council

Job Description

Job Title:	Project Manager – Digital Infrastructure
Grade:	Scale PO1 - £32,029 to £34,788
Department:	Places
Team:	Places
Line Manager:	Deputy Director - Places

Purpose of the Job:

To manage the full lifecycle of the Digital Rutland Local Full Fibre Networks project.

To manage a compliant procurement and contracting process in line with financial, procedural and state aid requirements.

To plan and proactively implement the successful delivery of the project, providing hands on support, organisation and production of all relevant documentation in line with our Project Management Framework standards.

To deliver the project outputs and key deliverables to the agreed budget and timescales.

Key responsibilities:

- Manage a compliant procurement and contracting process to achieve the best outcomes for this level of public investment
- Ensure effective governance, management and operation of the Digital Rutland local Full Fibre Network project. Provide strategic and operational information to the Project Board to assist decision making.
- Report regularly both verbally and in writing to the project board on all aspects of the plan, programme, finances and resources. Co-ordinate updates from delivery partners and Department of Culture Media and Sport (BDUK).
- Effectively monitor and manage all of the elements of contract delivery to ensure outputs are within budget and on time. Ensure any necessary contract changes are agreed, seeking legal and professional advice as required to ensure the project remains on track
- Co-ordinate all project administration to accurately track and monitor project processes against contractual and grant funding obligations.
- Work with contracted delivery partners on the deployment and implementation of services and activities to budget and timescales



- Work closely with all stakeholders to maintain good communication and levels of engagement, proactively removing barriers to the success of the project. This will include maintaining the profile of the project through proactive public relations and marketing
- Maintain clear communications with suppliers, commercial co-investors and DCMS/BDUK through all stages of procurement, approval processes, network deployments and claims
- Work to an overall project plan integrating work packages, monitoring progress, authorising and controlling contract variances, ensuring Project Board approval is secured where necessary.
- Assess project complexities, risks and opportunities, producing clear risk assessments and mitigation plans in response.
- Prepare post project reviews and evaluation reports, capturing benefits that can be quantified at project closure.
- Report to, and attend as requires, meetings of the Council, Cabinet, Scrutiny Panels and Committees to assist decision making

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

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| Qualifications | Degree standard of education or equivalent
Evidence of relevant continuous professional development
<i>Prince 2 project management of a good understanding of its methodology would be useful</i> |
| Experience | Proven track record of delivering complex projects in a local authority or other relevant setting
Budget management experience
Practical experience of Prince 2 project management principles to ensure effective project delivery, co-ordination and management of risks
Experience of OJEU procurement and contract management processes |
| Knowledge | Understanding of the objectives of the DCMS/BDUK project nationally and the benefits to the wider community. |



Understanding of the Telecomms sector and knowledge of the rollout programmes for full fibre networks or superfast broadband would be useful.

Skills

Ability to communicate and negotiate effectively with all relevant stakeholders and suppliers

Personal and professional credibility and a high level of probity and integrity.

Able to understand and manage complex financial and budget information

High level of oral skills to deliver formal presentations in public settings and to senior officers and elected Members

Able to engage with the local community and foster positive relationships, as well as with the wider internal and external project team

Analytical and problem solving skills.

Sufficient IT skills to work with spreadsheets, database and e-mail

Able to work to tight deadlines

Values

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values.

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Flexible in working patterns to fulfil commitments often outside the working day.

Highly motivated and robust under pressure.

Able to work on own initiative, a self-starter able to prioritise work with minimal supervision

