



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: PMO Project Manager

Grade: SO2 - PO3 (Career Grade)

Directorate: Law & Governance

Department: Corporate Projects

Responsible to: Corporate Projects Programme Manager

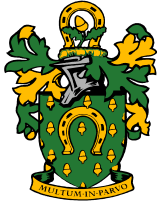
Purpose of the Job:

The post holder will be responsible for the delivery of successful projects across the organisation, ensuring governance throughout. Their directorate oversight and strong relationships will assist knowledge sharing and provide assurance to all.

Main Responsibilities:

Level 1 – Project Officer (SO2)

- **Governance and Decision Making:** Managing the planning of project decisions against governance meetings to ensure tasks are accomplished by team
- **Project Resources:** Manage project team resource management by ensuring the availability of project documentation and reports, aiding the smooth operation of the team.
- **Risk and Issue Management:** Reviewing risks associated with projects, including escalation of issues when necessary.
- **Procurement:** Produce key information for procurement purposes and ensuring timely submission of necessary project documentation.
- **Time Management:** Manage progress against deadlines for project tasks, maintain project documentation and ensuring milestones are met.
- **Cost Management:** Support budget tracking for project-related activities, ensuring adherence to cost expectations.
- **Quality Management:** Maintain consistency and high standards for project documents and tasks.
- **Communication:** Identify any potential communications issues and liaise with communications team to support delivery of project communication plan.



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Level 2 – Trainee Project Manager (PO1 & PO2)

- **Governance and Decision Making:** Chair project meetings, Provide accurate reports for projects. Ensure project decisions are supported by appropriate documentation and evidence.
- **Project Resources:** Manage project resources, assisting project members to aid task completion.
- **Risk and Issue Management:** Track, analyse and communicate project risks
- **Procurement:** Work with procurement team to resource requirements and deadlines.
- **Time Management:** Responsible for delivery of project timelines, ensuring milestones for project tasks are met.
- **Cost Management:** Work with Finance Manager to monitor project expenditure alignment with forecasted costs and financial controls.
- **Quality Management:** Manage project documents to ensure high-quality standards are met. Ensure adherence to regulatory frameworks and quality review processes.
- **Communication:** Represent the project team in wider meetings. Ensure effective reporting to director, elected members, stakeholders, and the public.

Level 3 – Project Manager (PO3)

- **Governance and Decision Making:** Leading the project team towards each governance decision through the planning of project tasks and awareness of governance requirements.
- **Project Resources:** Working with project team members to allocate resources for projects, including managing staff and external consultants, to meet project objectives.
- **Risk and Issue Management:** Leading risk management efforts, ensuring that all project-related risks are identified, assessed, and mitigated throughout project delivery. Applying innovative forward thinking to anticipate and deal with project risks.
- **Procurement:** Identifying and managing procurement requirements throughout the project.
- **Time Management:** Preparing and delivering detailed project timelines, monitoring critical milestones, and managing slippage. Ensuring delivery within the set timeframes.
- **Cost Management:** Maintaining financial management of projects, including setting budgets, monitoring expenditure, and ensuring cost control across project tasks.
- **Quality Management:** Leading quality assurance processes for projects, ensuring that outputs meet audit standards and are in compliance with regulations. Reviewing performance against project objectives.
- **Communication:** Preparing and delivering effective reporting to senior management, elected members, and the public.



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Standard clauses

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.

To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.

Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

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. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Level 1: A-level/NVQ4 standard or equivalent Working towards a project Management-related qualification (PRINCE 2 / PMP / Six Sigma) or equivalent Level 2: A-Level/NVQ4 standard to Graduate standard, with professional level qualification / membership Relevant project management qualification or equivalent relevant experience Level 3: Undertake ongoing post-qualifying training to develop professional practice that demonstrates the postholder's continuous professional development, and application of updated research. Demonstrate strong leadership to drive service and service improvement.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience operating at a strategic level and managing large and complex projects to timescale and within budget (Level 2)	A/I/T
Experience of working across projects in an organisation .	A/I
Experience of building working relationships with a wide range of stakeholders.	A/I
Successful track record of establishing and maintaining partnership working to deliver projects.	A/I
Experience of providing advice and guidance to senior leaders and Councillors, sometimes on complex or contentious issues.	A/I
Experience in developing guidance, training and materials to enable transfer of project management knowledge.	A/I



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Experience of making presentations to a range of audiences.	A
Experience of writing reports for senior managers/boards.	A
Experience of managing both internal and external multi-disciplinary teams.	A/T
Excellent knowledge of Microsoft Office and application in project management.	A/I
Resource management experience including management of staff resources, financial, including large project budgets, and budget monitoring.(Level 3)	A/I

Desirable	Method of Assessment *
Experience of managing contracts	A

SKILLS

Essential	Method of Assessment *
Good knowledge of programme management techniques and the use of project management methodologies.	A/I
Highly organised and effective planner who is self-sufficient and able to use own initiative to meet deadlines.	A/I
Ability to multi-task and prioritise workloads effectively.	A/I
Collaborative style and a strong commitment to high performance; clear sighted and lateral thinker with an ability to challenge constructively.	A/I
Well-honed interpersonal skills with the ability to engage and communicate effectively with senior officers, Councillors, colleagues and other stakeholders.	A/I
Excellent negotiation and networking skills.	A/I
Excellent problem-solving skills.	A/I
Extensive project management portfolio.(Level 2)	A/I



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Highly competent in the use of Microsoft 365	A/I
Competent in the use of computerised project management systems	A/I
Be subject expert in order to provide professional advice.	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team, sometimes outside of the normal working day, including evening and weekend meetings as required.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Highly motivated and focused bringing energy, vitality, enthusiasm and challenge to the team.	A/I
Personal and professional credibility.	A/I
An appetite for continuous professional development, and application of updated research.	A/I
Demonstrate strong leadership to drive service and service improvement.	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

To be confirmed.



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NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
Feb 2025	New	Claire McGrory - Corporate Projects Programme Manager
July 2026	Department wording change	Victoria Stacey – Interim Corporate Projects Programme Manager