

OPFCC Projects Manager

Job Description

Grade	PO 9-12
Department	OPFCC, Harrogate
Line Manager	Assistant Chief Executive
Scope	<p>To deliver projects and change initiatives to maximise return on investment and/or performance improvement within the constraints of time, finance and risk.</p> <p>Contribution to the products and services delivered by the OPFCC in accordance with its business plan.</p> <p><u>Location</u></p> <p>Granby Road, Harrogate</p> <p><u>Working Patterns</u></p> <p>Standard Office Hours</p>
Special Conditions	<p>This contract is a Fixed Term Contract of 12 months.</p> <p>Security vetting procedures for the post</p> <p>Regular requirement to work in different locations</p> <p>Need to attend external meetings/conferences/workshops as required</p> <p>Occasional requirement to work outside normal working hours.</p>
Main Responsibilities :	<p>Project management to ensure that projects deliver the services and capabilities required for the business to achieve business case benefits</p> <p>Management of multiple projects effectively and efficiently to deliver on time with appropriate liaison across different teams and services</p> <p>Ensuring that the project has identified, quantified and agreed business benefits with OPFCC Senior Management and that all project controls are aligned to provide new capabilities to realise them</p>

	<p>Production of business cases to corporate standards and clearly identify options to demonstrate return on investment/business benefits</p> <p>To use product-based plans with clear identification of acceptance criteria which confirms the capabilities the business require to deliver business case benefits</p> <p>To work in partnership with the business to ensure that implementation is effectively planned, prepared and ready for transition prior to launch dates</p> <p>Production, management and reconciliation of project budgets reporting on a monthly basis with the Mid Term Financial Plan</p> <p>Production of project risk register in line with corporate standards for Risk Management to ensure the project is prepared for events that will adversely impact delivery</p> <p>Resolution of issues to ensure projects remain on track for delivery escalating where required to OPFCC Senior Management</p> <p>Working with the operational and corporate teams to ensure that effective business solutions are developed and tested to maximize the opportunities for delivery of business benefits</p> <p>Conducting peer reviews and quality reviews of projects</p> <p>Production of monthly reporting to Project Boards in accordance with minimum corporate standards, to reflect progress to deadlines and probabilities in delivering agreed capabilities within the constraints of time, budget and management of risk</p> <p>Proactive and targeted stakeholder management to ensure that all related internal and external parties are identified, engaged and working effectively to achieve the overall return on investment made to change initiatives. This includes the following core groups:</p> <ul style="list-style-type: none"> • OPFCC, NYP and NYFRS Senior Management Team • Other Local, Regional and National agencies • Police and fire workforce <p>This role profile indicates the key activities of the post and does not restrict the post holder from performing other duties. Additional duties may be agreed on an individual basis and recorded in the Performance Development Review (PDR).</p>
Essential Skills, Experience and Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> • Project Management experience of large scale, multiple and complex projects (up to £1m)

	<ul style="list-style-type: none"> • Benefits identification, measurement and integration throughout projects • Relationship management with internal and external customers • Leadership, coaching and staff development experience to maximise potential • Qualified in or working towards Project Management related methodology <p>Desirable</p> <ul style="list-style-type: none"> • Coaching/ Mentoring qualification/ experience • Previous experience in a variety of working sectors e.g. public, private, charity, etc. • Experience of business analysis
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