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| **Job Description** |
| **Job Title:** | Principal Project Manager |
| **Grade:** | 10  | **Post No:** | OPDCL004 |
| **Directorate:** | Technical |
| **Job Purpose** |
| The successful development and management of projects and workstreams within the Technical Directorate, working across the Corporation, and with internal and external stakeholders to manage projects to time, quality, and within budget, to deliver intended objectives and outcomes. Support the development and implementation of strategies for the delivery of development and infrastructure within Old Oak and Park Royal, help to secure support for these strategies and implementation plans from internal and external stakeholders, and report on progress to various internal and external fora. To provide support to the Director and Management team on the development, delivery and implementation of development and infrastructure projects in Old Oak and Park Royal, which meet the Corporation’s vision and mission.  |
|  **Principal accountabilities** |
| 1. Initiate, develop and manage the production and approval of project documentation and Business Cases in line with Treasury and Government best practice as relevant, and report on progress to internal and external fora.

 1. Where requested lead and manage projects in line with current best practice and GLA/OPDC policy to meet the Corporation’s stated objectives
2. Identify and manage any risks and issues arising within the projects, escalating and communicating to the Senior Management Team and others as appropriate.
3. Identify and manage relevant stakeholders including the coordination of relevant stakeholder steering groups.
4. Maintain budgetary oversight of projects as agreed with the Head of Technical/Technical Director, managing and planning for expenditure, providing support and intelligence to influence future resources and budget requirements.
5. Support the Technical Director in preparing forecasts and future year budget plans.
6. Support the Technical Director with contractual management to ensure externally procured work is delivering required outcomes to an agreed time and standard.
7. Support the Technical Director in the preparation of requests for OPDC Board authorisations for all aspects of programme-wide delivery including the preparation of business cases, strategic papers, optioneering reports, expenditure & budget forecasts, resource forecasts and funding requirements.
8. Support the Technical Director in the preparation of Mayoral Direction papers and inter-departmental correspondence.
9. Prepare periodic, reports, and briefings for senior management to track progress, expenditure, risks and items for escalation.
10. Where requested liaise with key stakeholders to gain support and buy-in to projects, including but not limited to DfT, MHCLG, TfL, NR, HS2 Ltd, CLT, EA, GLA and Local Authorities.
11. Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate vision and mission and the organisation’s overall delivery aims, acting as an ambassador for the OPDC.
12. Deputise for the Technical Director as requested.
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| **General accountabilities** |
| 1. To effectively manage workload and staff to meet the OPDC’s corporate objectives, ensuring adequate performance measures are met for all projects and staff to encourage a culture of exemplary performance
2. To work within the legislative and operational frameworks applicable to OPDC services and projects, this includes (but not limited to) the Localism Act, Planning Regulations, Health and Safety Law and Equalities.
3. To manage projects and work streams as required, ensuring the correct methodology is applied at all times, in particular regular reporting and any issues and risks are identified (reported) and mitigated (addressed) in a timely manner.
4. To be an ambassador for the Corporation at all times through working across teams and with stakeholders to deliver high quality outputs, thus positively contributing to the reputation of the OPDC.
5. To support the Head of Department, by raising any issues proactively and suggesting workable solutions where possible.
6. To undertake duties commensurate with the grade and level of this post
7. Manage suppliers, as requested, to ensure successful delivery of project objectives.
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| **Key contacts:** |
| **Accountable to:** | Technical Director |
| **Accountable for:** | Resources allocated to projects |
| **Technical Requirements** |
| 1. Required: Degree Qualified
2. Desirable: Professional Project Management qualifications and associations. (e.g. RPP, PRINCE2, MSP, APM)
3. Required: Demonstrable experience of successfully defining, establishing and managing projects within complex programmes.
4. Required: Substantial experience working within Development, Infrastructure, Transport or Utilities projects, in either a client or consultancy capacity
5. Desirable: Experience working on complex regeneration projects
6. Required: Demonstrable experience of working with internal and external stakeholders to influence and support the delivery of development and/or infrastructure (Utilities, Social or Transport) projects
7. Required: Extensive knowledge of good practice in project management.
8. Required: Track record of successfully managing external consultants to achieve project outcomes
9. Required: Good knowledge and understanding of the programme/project lifecycle and the respective roles of client/consultant, and public and private sectors within the delivery of development and/or infrastructure projects.
10. Required: Excellent communication & presentation skills.
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| **Behavioural Competencies** |
| **Communicating and Influencing**… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.Level 3 indicators of effective performance* Encourages and supports teams in engaging in transparent and inclusive communication
* Influences others and gains buy-in using compelling, well thought through arguments
* Negotiates effectively to deliver OPDC priorities
* Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
* Advocates positively for the OPDC both within and outside the organisation

**Building and Managing Relationships**… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.Level 3 indicators of effective performance* Actively engages partners and encourages others to build relationships that support OPDC objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect
* Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

**Strategic Thinking**…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.Level 3 indicators of effective performance* Translates OPDC vision and strategy into practical and tangible plans for own team or delivery partners
* Consistently takes account of the wider implications of team’s actions for the OPDC
* Encourages self and others to think about organisation’s long term potential
* Informs strategy development by identifying gaps in current delivery or evidence
* Takes account of a wide range of public and partner needs to inform team’s work

**Planning and Organising**… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.Level 3 indicators of effective performance* Monitors allocation of resources, anticipating changing requirements that may impact work delivery
* Ensures evaluation processes are in place to measure project benefits
* Gains buy-in and commitment to project delivery from diverse stakeholders
* Implements quality measures to ensure directorate output is of a high standard
* Translates political vision into action plans and deliverables

**Research and Analysis**… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefitsLevel 3 indicators of effective performance.* Expands networks to gain new information sources for research and policy development
* Identifies and implements methods to ensure intelligence is of a high quality
* Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
* Tailors research investment in line with likely impact for Londoners and policy priorities
* Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the OPDC and its stakeholders

**Organisational Awareness**… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the OPDC and shaping our approach accordingly.Level 3 indicators of effective performance* Uses understanding of differences between the OPDC and its partners to improve

working relationships* Helps others understand the OPDC and the complex environment in which it operates
* Translates changing political agendas into tangible actions
* Considers the diverse needs of Londoners in formulating OPDC objectives
* Helps others understand how the media and external perceptions of the OPDC

influence work**Responding to pressure and change**… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift. Level 3 indicators of effective performance* Clarifies direction and adapts to changing priorities and uncertain times
* Minimises the pressure of change for the directorate, lessening the impact for the team
* Uses change as an opportunity to improve ways of working, encouraging others’ buy-in
* Keeps staff motivated and engaged during times of change, promoting the benefits
* Takes ownership for communicating change initiatives clearly, ensuring smooth implementation
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