**Job Description**

**Project Manager – Major Projects**

**Reports to** Project Director - Capital Projects Office

**Total staff managed** 0

**Working environment** Great Yarmouth Office / Hybrid / Site Visits

**Working Hours:** Full time(37 hours per week)

This position is Fixed Term (until October 31st, 2027)

**Overview:**

The Project Manager - Major Projects will be responsible for the overall planning, coordination, and execution of large-scale initiatives and infrastructure projects within the Council. This role requires strong leadership, exceptional organisational skills, and the ability to work collaboratively with various stakeholders to ensure successful project delivery.

**Key Responsibilities:**

* Lead and oversee the planning, implementation, and evaluation of major projects in alignment with the Council's strategic goals and objectives.
* Develop comprehensive project plans, including scope, schedule, budget, and resource allocation, and execute them efficiently to meet project deadlines.
* Coordinate with internal teams, external contractors, and government agencies to ensure smooth project execution and compliance with regulations and standards.
* Monitor project progress, identify potential risks and issues, and take proactive measures to address them effectively.
* Communicate project status, updates, and milestone achievements to key stakeholders, the Executive Leadership Team, and Council Members through regular reports and presentations.
* Foster a collaborative and positive working environment, promoting teamwork and providing guidance to project teams throughout the project lifecycle.
Uphold transparency and accountability in all project-related activities and decision-making processes.
* Any other work required and as directed within the confines of the existing grading and post

***These responsibilities may change subject to consultation with the post holder.***

***This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.***

**Person Specification**

1. **Essential Qualifications, Experience, and Skills:**
	1. Demonstrates practical experience in successfully delivering major projects, preferably in the public sector or infrastructure development.
	2. Possesses a strong understanding of project management methodologies, tools, and techniques, with a focus on governance, risk management, scheduling, and budgeting.
	3. Exhibits excellent leadership and interpersonal skills, with the ability to cultivate and maintain productive relationships with diverse stakeholders.
	4. Showcases outstanding problem-solving abilities and attention to detail, with the flexibility to adapt to changing project requirements and priorities.
	5. Holds a PRINCE2 Project Management Qualification (or equivalent), with a proven ability to manage PRINCE2 structured projects.
	6. Is self-motivated with the capacity to prioritize workloads, manage competing priorities, and achieve targets under pressure within tight deadlines.
	7. Has the ability to process complex, and often new or unfamiliar information.
	8. Is proficient in the Microsoft Office suite and possesses excellent presentation skills to effectively communicate project objectives and outcomes.
2. **Personal Qualities and Attributes:**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Probity and integrity
	5. Fairness and consistency
	6. Highly developed political acumen and astuteness
	7. Ability to challenge self and colleagues constructively and sensitively

*The following criteria will be discussed at interview stage and does not need to be evidenced in an application form, CV, or covering letter.*

1. **Agreed Behaviours Framework:**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Additional requirements:**
	1. Ability to undertake site visits
	2. Outside working/adverse weather conditions
	3. Some evening and/or weekend working