

Role Profile

Role	Project Leader		
Reporting to	Programme Manager	Responsible to	Project Sponsor

Nature of Work

The Project Leader will be part of a small focussed team operating over a six-month period, with tight delivery deadlines and limited resources, responsible to the Project Sponsor for delivering assigned projects within agreed quality, specification, time and resource targets.

The Project Leader will lead the project team members, plan what must be done and how, organise the required resources and manage delivery. The Project Leader is specifically responsible for:

- Agreeing the project shape with the Project Sponsor
- Confirming domains impacted, and identifying customers and suppliers
- Managing stakeholder expectations
- Producing the Project Definition document
- Confirming project impact with Domain Controllers
- Establishing and agreeing methods, deliverables and quality standards
- Producing high level plans and detailed plans for the project
- Forming, leading and motivating the project team
- Providing support and guidance to the project team
- Owning project issues, risks and change requests
- Monitoring, controlling and reporting project progress and achievement
- Recommending the re-scoping or termination of the project if appropriate
- Compiling the Cost Benefit Analysis
- Controlling the costs of the project in relation to the Cost Estimate
- Ensuring benefits can be monitored by the benefit delivery project
- Completing post-project work

Scope of Work

Lead the procurement process for a potential joint venture between two local authorities and a private sector 3rd party(ies).

Personal Attributes

Requires a mature, capable and experienced individual.

Key Competencies

- Customer empathy
- Influential communication
- Work orchestration
- Personal drive & confidence
- Team leadership & development
- Analytical reasoning
- Business sense

Main Skills

- Time management
- Interpersonal communication
- Listening

Role Profile

- Selling
- Negotiating
- Interviewing
- Facilitation
- Planning
- Organising
- Problem solving
- Marketing and public relations

Knowledge & Experience

- Track record of successfully delivering large-scale projects
- Public sector/local authority background
- Procurement/supplychain
- Facilities management

Confidentiality

The work is confidential and the candidate needs to be sufficiently mature to handle this restraint.

Location

Predominately East Anglia based.

Number of Positions

One

Duration

Initially six to eight months.

Rate

Fixed term contract £60k pro rata plus local government benefits

When needed

Mid July start.