



## **JOB DESCRIPTION**

<b>SERVICE AREA:</b>	Delivery & Assurance Unit
<b>JOB TITLE:</b>	Junior Project Manager
<b>GRADE:</b>	SPC 27 – 32
<b>LOCATION:</b>	Mann Island, Liverpool
<b>PRIMARY PURPOSE OF THE JOB:</b>	To provide high quality Project Management to ensure project objectives are met, the project is completed on time and within budget.
<b>DIRECTLY RESPONSIBLE TO:</b>	Project/Programme Manager
<b>DIRECTLY RESPONSIBLE FOR:</b>	-

## **SUMMARY:**

Working as one of our Junior Project Managers is a fantastic opportunity to kick-start a career in Project Management. Mentored by one of our more established Project or Programme Managers, you will be supported to deliver projects on time, to budget and to the right standard. You will have responsibility for all aspects of the planning, management, co-ordination and financial control of a small number of projects cutting across multiple business functions in a range of sectors including Transport, Digital, Housing, Spatial Planning, Energy & Environment, Culture and Homelessness.

If you have a passion for getting things done, and have the drive and ambition to make a difference in the Liverpool City Region, this is a great role for you.

## **Key Responsibilities**

- Leading 2 to 3 small projects in parallel, or one medium sized project, through all stages of initiation, delivery and close within time, cost and quality parameters. Turning evidence into action by developing the scope of projects, planning key activities and milestones, and driving forward their delivery.
- Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects.
- Forging collaborative relationships with key project stakeholders including CA Directors, Project Sponsors, external parties such as local authorities and suppliers and subject matter experts.
- Working with Assurance Services colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework.
- Supporting the management of project risks and issues across assigned Programmes while at the same time maintaining focus on the delivery of key priorities.
- Developing and maintaining project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.
- Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.
- Managing the project budget - working closely with Assurance Services colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project.
- Organising, facilitating and participating in project-related meetings, workshops and events (including off site).
- Support in developing the DAU service offer and toolkit materials to improve programme delivery capabilities across the organisation and share good practice.
- Preparing reports, briefing papers and other documents, as required, working closely with Assurance Services staff.
- Participating in work to continuously improve project delivery at the CA.

**The role holder may be required to undertake any other appropriate duties as deemed necessary.**

## **PERSON SPECIFICATION**

**Note to Applicants: Essential requirements are marked with ‘E’. Desirable criteria are marked with ‘D’.**

<b>CRITERIA</b>	<b>REQUIREMENTS</b>	<b>METHODS OF ASSESSMENT</b>
<b>Experience, Knowledge and Skills</b>	Project and/or Programme experience, preferably supported by relevant qualifications. <b>(E)</b>	A, P, I
	Able to work in a fast-paced environment and capable of delivering to short timescales. <b>(E)</b>	A, I
	Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (eg SharePoint) <b>(E)</b>	A, I
	Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential. <b>(E)</b>	A, I
	Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels. <b>(E)</b>	A, I
	Good verbal and written communication skills with attention to detail. <b>(E)</b>	A, I
	Knowledge and/or experience of one or more of the following sectors/disciplines: Transportation, Digital, Land and property, Regeneration, Culture & Tourism, Energy. <b>(D)</b>	A, I
	Knowledge/experience of local government decision making processes <b>(D)</b>	A, I
<b>Education/Qualifications</b>	Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) <b>(D)</b>	A, I

### **Key to Assessment Methods:**

A – Application  
P - Presentation  
I - Interview