

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Project Manager (Corporate PMO)</b>
<b>MANAGED BY:</b>	Head of Portfolio Management Office (PMO)/ Project Sponsor
<b>GRADE:</b>	11

### ROLE OVERVIEW

Approx. size of team	Varies by project
Approx. annual budget:	Varies by project
Key accountabilities:	<ul style="list-style-type: none"> <li>• Deliver projects from initial concept through to project closure, ensuring alignment with strategic objectives and corporate priorities.</li> <li>• Ensure projects are delivered on time, to budget and within the agreed scope ensuring benefits &amp; outcomes are realised that deliver the Local Growth Strategy.</li> <li>• Support programmes of work delivered by external partners ensuring the MCA delivery framework is adhered to.</li> </ul>
Key relationships:	<ul style="list-style-type: none"> <li>• Head of Portfolio Management Office (Line Manager)</li> <li>• Project Sponsors</li> <li>• Project Team (will vary by project)</li> <li>• Local Authority Programme Managers within the Mayoral Combined Authority (MCA) Region</li> <li>• Corporate Risk Manager</li> <li>• Head of Corporate Performance</li> <li>• Finance Business Partner</li> </ul>

### THE ROLE

Experienced Project Manager (PM) with a strong track record of delivering complex projects and supporting external programmes within a multi-stakeholder environment. Suitable for a PM with the proven ability to manage projects from inception through to closure, maintaining robust governance, controlling risk and change, enabling delivery to time, cost, and quality. Adept at working within Mayoral Combined Authority (MCA)

structures, operating confidently with senior leaders, project staff, programme assurance personnel, and a wide range of internal and external partners. The role sits within the MCA Corporate PMO and will be matrix-managed by the designated Project Sponsor for each assignment, with day-to-day direction, prioritisation, and decision-making aligned to sponsor accountability.

### **Key attributes**

#### **Delivery Champion**

Supports project delivery excellence by utilising recognised project management tools and techniques.

#### **Collaborative**

Builds excellent working relationships throughout the MCA and with partners which inspires effective project management delivery

#### **Supportive**

Able to work at a variety of levels to deliver individual projects or support large programmes of work.

#### **Confident**

Can be take ownership of work in full and is accountable for decisions made to progress projects on time, to budget and to scope.

## **KEY RESPONSIBILITIES**

### **Internal Projects**

- Lead the delivery of MCA projects from initial concept through to project closure, ensuring alignment with strategic objectives and Mayoral priorities.
- Author and maintain high-quality project management documentation, including Project Initiation Documents (PIDs), business cases, highlight reports, risk and issue registers, stage reports, and project closure reports.
- Proactively identify and assess project risks, implementing effective mitigation strategies to maintain delivery momentum.
- Work closely with senior stakeholders, service leads, and delivery teams to remove barriers and resolve issues impacting project timelines, budgets, or quality.
- Manage changes to project scope through formal change control processes, maintaining a clear and auditable record of decisions, approvals, and impacts.
- Ensure that project implementation is effectively communicated and socialised across the MCA, supporting smooth adoption and operational readiness.

### **Support of External Programmes**

- Serve as the primary point of contact in the MCA for external delivery teams and partners.
- Act as an advisor to external partners ensuring compliance to MCA project governance processes and delivery framework.

- Raise project risks and issues in a timely and structured manner to the Head of Portfolio Management Office (PMO), enabling proactive discussion, decision making, and corrective action.
- Maintain strong working relationships with external project partners to promote transparency, accountability, and successful delivery outcomes.
- Work with stakeholders to ensure agreed benefits and outcomes are delivered and the project remains strategically aligned.
- Support the Project Sponsor and Programme Managers throughout the programme lifecycle ensuring adherence to change management protocols and delivery blockers are addressed by the delivery partner in a timely and cost-effective manner.
- Champion externally delivered projects within the MCA and take responsibility for guiding them through MCA governance.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Minimum of 2 years working project management experience
- APM Project Management Qualification or equivalent
- Knowledge of implementing complex projects across a range of subject matters
- Knowledge of dealing with multi-organisational stakeholders

#### Experience

- Leading complex projects from inception to completion, motivating internal and external teams to deliver key milestones.
- Effectively managing project budgets, scope, and quality to achieve project objectives.
- Applying project management tools and techniques to ensure the agreed organisational benefits are realised.
- Administering project change control, including the logging, assessment, approval, and implementation of change requests across the project lifecycle.
- Championing effective stakeholder engagement to ensure smooth delivery and formal acceptance of completed work by all parties.
- Identifying and managing risks and issues, keeping project/s on track.
- Understanding local government protocols which may impact on project delivery, for example decision making by committee.
- Understanding of the Nolan Principles of Public life.

#### Skills and Competencies

- Ability to scope and organise projects in a variety of delivery areas (including strategy, operations and transformation).
- Advocate for project management excellence by leading by example.
- Skilled in negotiating delivery risks and resolving stakeholder differences to maintain agreed timelines, budgets, and quality standards.

- Meticulous administration of project management products, including PID documentation, highlight reports, RAID, RACI, end-stage reviews, change control and project closure.
- Ability to create and maintain project plans using project management software like planner, Ms project or similar.
- Ability to provide confidence to the governance board that a project is on track to deliver the objectives and intended value.
- Excellent financial management throughout the project lifecycle.
- Ability to motivate project staff at all levels to meet agreed milestones and overall project objectives.

## DESIRABLE

### Qualifications and Knowledge

- Programme Management Qualifications: MSP or equivalent

### Experience

- Operated effectively within a matrix management structure, maintaining clear communication with line manager and project sponsors while accurately attributing work to projects and budget codes.
- Supporting Programme Managers to deliver complex programmes of work.
- Delivering projects within the Government Functional Project Delivery Standard.

### Skills and Competencies

- Ability to deliver in a committee environment formed of multiple organisations or government bodies.
- Knowledge of Governmental Project Management Standards like the Treasury Green Book or Teal Book
- Experience using P3MO, Asana, Monday or equivalent