

**Role Description and Employee Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Lead Project Manager | **Location:** | Witney |
| **Department:** | Communications and Corporate Strategy | **Service:** | Finance Services |
| **Reports to:** | Head of Communications and Corporate Strategy | **Working Hours:** | 37 |
| **Salary:** | £52,290 to £53,527 | **Peer Group:** | PGG12 |
| **Business World Post Number:** | 101000 | **Job Group:** | Specialist Level 3 |
| **Contract Type:** | Permanent | **Direct Reports:** | Project Manager |

|  |  |
| --- | --- |
| **Overall purpose of the Post:** | The Lead Project Manager is responsible for overseeing and leading the planning, execution, and completion of complex projects for West Oxfordshire District Council, helping to deliver the key priorities of the council.  This role requires strong leadership, excellent communication, and expert project management skills to drive projects forward and hold a corporate oversight on project delivery.  The Lead Project Manager will work closely with internal teams, external stakeholders, and clients to ensure projects are delivered on time, within scope, and on budget. |
| **Key Tasks and Responsibilities:** | * Be accountable for leading the project team with the top priority projects identified by the Council in their Corporate Plan. * To ensure project delivery is managed effectively, with a clear scope, timeline, resource implications and outcomes agreed at the outset. Reporting on performance against agreed targets and outcomes, key milestones and budgets. * Successfully lead, motivate and manage the project team members to ensure that work progresses in line with plans. * Oversee the day-to-day project management functions and ensure a coordinated and strategic approach to the management of these projects. * Act as the professional adviser for related areas of specialism * Coordinate internal delivery across multiple teams and input from external consultants/contractors and manage stakeholder relationships * Prepare business cases, compile feasibility studies, produce project documentation and report on project delivery, all using the agreed project governance framework * Ensure emerging risks are escalated where necessary and appropriate action is taken to manage risk. * Supporting the Councils work on service transformation, mapping current business processes, supporting service redesign and overseeing implementation. * To ensure projects are delivered in-line with the Council Programme/Project Governance Framework. * Implement & maintain an understanding of appropriate legislation, policy, procedure business requirements & guidance * Work with procurement, finance and legal specialists to ensure that procurements comply with standing orders, financial and legal regulations * Ensure projects are identified, agreed and reported through the agreed project management framework, which includes completion of project mandates at inception and monthly updates on project progress. Measure project performance to identify areas for improvement and produce close down reports * To support and advise within your professional expertise in the response to a major incident, including taking up a designated role within the emergency management framework   The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position. |
| **Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:** | * Relevant degree level qualification or five years’ experience in a relevant field * Five years’ experience in Project Management * Higher qualification in project management or a closely related field (Level 7) * Proven track record of managing and implementing projects and programmes   at an organisational level across a wide range of disciplines/service areas   * Proven track record of managing and leading a multi-disciplinary team in an evolving service where change is the norm * Proven track record of inspiring, motivating and collaborating with others to achieve key business outcomes * Proven track record of managing people and/or resources based on data and insight * Ability to deliver commitments and take ownership of projects, reshaping of plans to deliver required outcomes * Ability to resolve complex issues by negotiation * Ability to facilitate and manage ongoing change * Ability to inspire and successfully motivate others towards shared objectives * Ability to remain calm and confident when dealing with challenging customers and environments * Ability to work independently under pressure and within tight deadlines * Proactive/self-motivated * Ability to maintain confidentiality * Excellent written and verbal communication skills * Experience/ ability to work as part of a team * Competent in using a range of technology and software packages, including Microsoft and Google |
| **Desirable**  **Requirements**  **Qualifications, Skills and Abilities:** | * Experience of working within a Local Authority |
| **General Accountabilities:** | * The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. * Work in compliance with the Codes of Conduct, Regulations and policies of the council. * To support the response to a major incident, including taking up a designated role within the emergency management framework. * To support the Chief Executive/Returning Officer in administering election responsibilities |
| **Special Conditions:** | * You will be expected to work reasonable additional hours in line with the needs of the service. * There may be a requirement to work at other locations to meet the needs of the business. * Full UK Driving Licence. * Ability to travel / access to a vehicle for work purposes. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Reviewed:** | October 2025 | **Reviewed By:** | Madhu Richards – Director of Finance |
| **Checked by HRBP** | Kathryn Dowell | **Date of Issue:** | November 2025 |