



JOB DESCRIPTION

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| Role | Project Manager |
| Reports to | PMO Programme Manager |

Job Purpose

The Cambridgeshire and Peterborough Combined Authority (CPCA) is looking to appoint a project manager to lead on projects that are essential to the success of the organisation.

This role is required to provide leadership and engagement, collaborating with partners, to deliver on the CPCA work programme outcomes as documented in the Corporate Plan.

Work with the Head of Programme Office on the delivery of performance management and reporting across the CPCA and with partners.

Key Responsibilities

- Accountable for the delivery of projects, including performance reporting, benefits realisation, budget responsibility and risk management
- Work closely with the Head of Programme Office to define and deliver projects to time and within budget.
- Proactively support the political governance of the Authority through member engagement, briefings and reporting
- Ensure compliance with the Authority's Assurance, Performance and Risk frameworks.
- Ensure compliance with the Authority's monitoring and evaluation framework.
- Work collaboratively across the Authority's teams to ensure coherent delivery of projects
- Work collaboratively with partners to address feasibility, funding streams and business case development to enable investment decisions, and a new project pipeline in line with the Corporate Plan.
- Identify, specify, and procure appropriate specialist resource to support the delivery of the projects as required.
- To provide additional project management and resource for the organisation where capacity or expertise is unavailable.
- Ensure cross project dependencies are co-ordinated, managed and visible.
- Lead and manage effective stakeholder engagement for each of the projects
- Lead appropriate communication and reporting to ensure alignment, mitigation management and progress across teams and stakeholders.



Key working relationships

Work with CPCA directorate teams, and delivery partners to deliver on the CA's portfolio of programmes/priorities including:

- CPCA constituent local authorities
- National Government Departments – developing productive relationships that work for the region with national agencies and departments including the Department for Levelling Up Housing and Communities, HM Treasury, Department for Transport, Department for Education and Department for Business, Energy and Industrial Strategy.
- Local Public Service Organisations – including Cambridgeshire and Peterborough NHS Trusts, Cambridgeshire Constabulary Police, Cambridgeshire Fire & Rescue, Cambridge Universities and Colleges.
- CPCA Board, Audit and Governance, Overview and Scrutiny Committees.

Person Specification

Behaviours

- Strong core consulting including problem analytics, research, options appraisal & solution development, risk management, influencing
- Expansive, creative thinker – thinks outside 'tried and tested' models or approaches
- Strong communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Politically aware – able to assimilate and navigate political contexts with skill
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement
- Influential – to be able to negotiate and influence external stakeholder decisions in benefit of the Combined Authority's objectives
- Resilient – able to deliver essential work to an exceptional standard, often to challenging deadlines
- Focussed – Strong attention to detail and produce work that requires minimal amendment

Qualifications and Knowledge

- Qualified to:
 - Degree level or equivalent standard of general education
 - Professional project management through Prince 2 or equivalent
- Understanding of Programme Office and Combined Authority strategies and processes.
- Understanding of key local government politics, political structures and culture.
- Understanding of MS Office suite of products including MS project.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Experience

- Experience in delivering projects in a variety of delivery areas
- Track record in strategy development
- Track record of contract management, and finance and performance reporting
- Track record in developing strong, productive partnerships and relationships, advantageously with local government partners.