

JOB DESCRIPTION

Job Title	Project Manager – Commercial & Place
Responsible to	Assistant Director or Director
Location	Home-based
Salary	From £40,000
Employment Type	Permanent
Weekly hours	35 (full time)

The Commercial & Place business unit is seeking a Project Manager who can operate confidently in a fast-paced and sometimes ambiguous environment, where client requirements may shift. This is an agile role that extends beyond traditional project management, requiring someone who can bring structure, momentum, and adaptability to a diverse portfolio of work.

The role requires creativity, a client-focused mindset, and the ability to design delivery approaches that are both practical and proportionate, particularly with the challenges local government and the civil service face with capacity and capability.

The role also requires the ability to work independently, support colleagues at all levels, and build trusted relationships that contribute to the successful delivery of our business unit's priorities and growth plan.

JOB PURPOSE

Project Managers are responsible for supporting the management of the project on a day-to-day basis, including driving and overseeing the delivery of the project and ensuring that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints.

Project Managers also hold a key role in project governance and working with stakeholders, to ensure the agreed project outputs are delivered to enable benefits to be realised. This involves effective communication, prioritisation and management of activities and expectations.

Project Managers need to understand decision-making in the public sector, including the role of elected politicians, in addition to their professional expertise. Almost all assignments involve preparing reports containing complex written and analytical information for the client, so excellent communications skills are vital. Knowledge transfer to the client is a key part of the role.

This role will require occasional travel to Local Partnerships offices (London), client meetings or regional hubs.

Project Managers may be assigned to projects across any of Local Partnerships programme areas which are the internal teams that deliver a variety of client facing projects and programmes.

PRINCIPAL ACTIVITIES

Working independently or as part of a wider project team, the role includes the following key activities:

- Day to day support for the project and the project team, setting controls and designing the structure in line with the stage and progress and using the most appropriate delivery methodology.
- Manage, track and report delivery of key project milestones and controls, including budgets, risk register, resources, benefits, risks, dependencies and quality. Create and maintain project plans and governance mechanisms.
- Facilitate workshops / lead team and client calls; including preparation prior to meeting; running the event; providing output / notes following meeting.
- Support or set appropriate project assurance and ensure that effective change management processes are in place to agree and document changes to deliverables as agreed with stakeholders.
- Deliver project outcomes in line with the brief for the assignment to meet Local Partnerships' quality standards, client expectations and financial targets.
- Identify, engage and build effective relationships with clients and colleagues and establish a reputation as a source of expertise within a programme area and to collaborate with other Local Partnerships programmes.
- Seek client feedback and identify opportunities to promote future development for the programme area and Local Partnerships.
- Commitment to ongoing personal development and contribute to effective individual and team performance.

PERSON SPECIFICATION

- 3-5 years of project delivery experience
- Educated to a degree standard or equivalent industrial standard
- Ability to constantly multitask and prioritise workload as the project / client requires
- Strong commercial skills and a track record of operating in a contracting environment
- Sound understanding of the UK public sector and/or community focused 3rd sector
- Proven experience of working on projects with a track record of effective delivery
- Experience within a client-facing role and understands appropriate client etiquette
- Strong written and verbal communication skills and in analysis and presentation of data
- Experience of building effective relationships with senior stakeholders
- Experience of managing project teams from differing backgrounds and professions
- Adaptability and flexibility to work in different project fields

Nice to have:

- Professional qualifications appropriate to the role, such as Agile Project Management Practitioner, PRINCE2 Practitioner or APM Project Management Qualification