

**JOB SUMMARY**

<b>Role Title:</b> Project and Review Manager
<b>Reports to:</b> Strategic Enabler Steve Vincent
<b>Section:</b> Strategic and Operational Functionality Capability Review Team
<b>Department:</b> Ops North, Preparedness and Response
<b>General Description</b>
<p>Develop a project plan.</p> <p>Manage deliverables according to the plan.</p> <p>Lead and manage the project team.</p> <p>Establish a project schedule and determine each phase.</p> <p>Assign tasks to project team members.</p> <p>Delivery of the overall project within the required timelines</p> <p>Review, analyse and make recommendations</p>
<b>Specific Duties</b> <i>(Include here current tasks and duties required of the role)</i>
<p>To support the individuals within the team in the review</p> <p>To use knowledge and expertise to proactively review all of the deliverables and work towards deadlines.</p> <p>Work with the teams and stakeholders to carry out relevant activities to support the review.</p> <p>Contributing to overall project objectives</p> <p>Completing individual deliverables</p> <p>Providing expertise and knowledge to progress project objectives</p> <p>Working with users to establish and meet business needs.</p> <p>Documenting the process</p> <p>Managing the RAIDO (Risks, Assumptions, Issues, Opportunities, Dependencies)</p>

Proactively undertake research and use other sources of information /knowledge / expertise to keep abreast of current trends and evaluate the impact that these may have on the organisation.

Plan and prioritise own workload to ensure duties are completed within agreed timescales.

Adhere to the principles of Data Protection and GDPR.

Use interpersonal and communication skills to provide guidance and support to all levels of the

Analyse findings from all areas of the review and then provide support to make judgements to inform decision making

Develop communication skills to motivate and influence others, challenging the views of others where appropriate

Provide written reports, which support the analysis of findings including any recommendations for change and areas for improvement within the specific timeframe.

Source and present detailed information to Strategic Enablers

To collate information through analysis and review of processes, procedures and records to provide intelligence to support the identification of current and future development for improvement within the review objectives.

To support the design of appropriate solutions

To produce management reports and proposals as required for all recommendations.

**Role Related Knowledge, Skills and Experience**

*(Refer here to the Role Holder Profile within the Role Profile to support identification of required skills)*

**Essential skills:**

The ability to lead and motivate teams and individuals

Be prepared to travel throughout the West Midlands area to various locations as required.

A good working knowledge of Office 365 and Microsoft Office (Word, Excel, Powerpoint).

Competent in use of 3PT

Effective communication: Ability to influence, shape or change and challenge views of others

Excellent problem solving skills with the ability to think creatively and act flexibly

Ability to work on own initiative

Ability to work as an effective Team member.

Ability to analyse and interpret information and produce reports

Able to prioritise, plan and arrange own workload

Ability to manage competing demands with conflicting deadlines

Commitment to own Continuous Professional Development

**Preferred skills:**

Project Management Qualification or equivalent