

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources - Finance	SERVICE GROUP: Transformation and Change Programme Management Office (PMO)
POST TITLE: Graduate Trainee – Programme Management Office (PMO)	REPORTS TO: Transformation and Change Programme Manager
GRADE: Band 8	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. In addition, post holders are expected to undertake other duties, and responsibilities relevant to the nature, level, and scope of the post, and the grade has been established on this basis.

As a candidate, you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for shortlisting purposes.

Key Purpose of Post:
<p>Graduates who join BMDC are expected to:</p> <ol style="list-style-type: none"> 1. Support the delivery of change by undertaking PMO, project management and business change activities, 2. Deliver high-quality services to internal and external customers and partners as required, 3. Assist and support the Head of Transformation and Change Programme Management Office, Transformation and Change Programme Managers, and Project Managers to support the delivery, monitoring, and evaluation of the Transformation Programme,

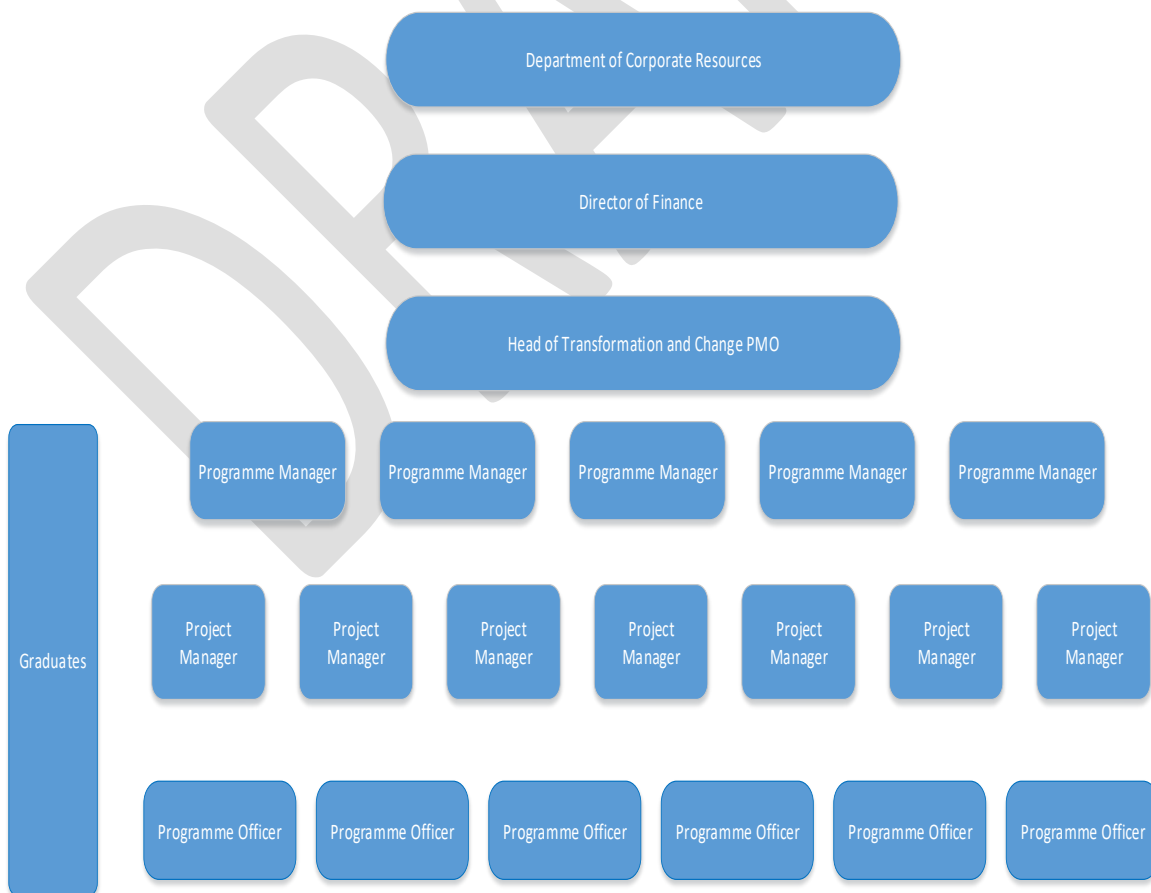
4. Create, manage, maintain and use the recommended project and change management solutions for planning, scheduling, and tracking of programmes, projects, and workstreams,
5. Undertake business analysis using management information, recognised techniques to outline challenges, opportunities, good practices, and solutions within clearly-defined boundaries,
6. Clearly communicate the requirements of the project and prepare clear written reports on progress and analysis carried out,
7. Prepare realistic plans and track activities against the project schedule, managing stakeholder involvement as appropriate,
8. Define, scope and manage smaller projects or workstreams (typically less than six months, with limited budget, limited interdependency with other projects),
9. Work with staff from across different services to support the efficient and effective delivery of project objectives and benefits
10. To demonstrate CBMDCs expected behaviours:
 - Positive,
 - Engaging,
 - Responsible,
 - flexible

Main Responsibilities of Post:

1. Actively assist the Transformation and Change Programme and Project Managers in delivering the project (s) in line with the Business Case, within project timescales, with planned project reviews, and with full consideration of political and internal priorities and constraints.
2. No direct managerial responsibilities but will work with and co-ordinate the work of individuals, both internally within the Department and external to the Department, relating to the projects they are assigned to.
3. Will deputise for the Transformation and Change Project Managers as required.
4. Create deliverable project plan and communication plan, considering all stakeholders, within the project definition / scope of work including resource, benefits, quality and risk management.
5. Assist with the management of a Programme budget taking responsibility as required by the Transformation and Change Programme Managers.

6. Assist with the development of project specifications, estimations, costs plan and other relevant project management techniques taking full responsibility as required by the Transformation and Change Programme Managers.
7. To manage key inputs from other Council departments and partner organisations and ensure these are delivered to achieve the timely completion of the project.
8. To investigate, share and transfer best practice to improve capacity within the Department and ensure all possible lessons learned and knowledge transfer opportunities are exploited.
9. Support decisions within policy guidelines, precedent and statutory obligations to help prioritise work schedules agreed with the Programme Manager.
10. Communicates internally with Strategic and Assistant Directors, other Departments, corporate support services, frontline staff and Members of the Council. Externally with Partnership bodies, other LA, Professional, Voluntary and Community bodies.
11. To work in accordance with Council Financial Regulations and Standing Orders to manage the use of resources and agreements allocated to major projects

Structure:



Special Knowledge Requirement: Essential for shortlisting. Max 10	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column	
	Essential
Demonstrate an understanding of how policies, procedures and practices can be used to achieve the desired results, benefits and outcomes.	
Demonstrate some understanding of Project and Change Management methodology or business analysis techniques.	X
Demonstrate some experience of project or business analysis in a work setting or as part of degree work.	X
Demonstrate some experience of managing multiple activities within set deadlines.	X
Demonstrate involving and working with others in planning activities or projects.	X
Demonstrate some understanding of risks and how to establish appropriate strategies and actions to mitigate against them.	X
Able to show some understanding on how to support others through business and process change.	
Show some understanding on how to use performance and other information and intelligence to inform decisions e.g. finance, risk, value for money, productivity and quantitative data.	
Demonstrate an ability to use a range of ICT systems across your own work area and or across other areas of work.	X
Demonstrate an ability to use, interpret, analyses, communicate complex numerical information.	X

Relevant experience requirement: Essential for shortlisting
None.
Relevant professional qualifications requirement: Essential for shortlisting
Achieved or predicted to achieve a degree (any class)
Core Employee competencies to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, and self direction.

Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Competencies: to be used at the interview stage.

Operates with Strategic Awareness Our officers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

Practices Appropriate Leadership Our officers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

Delivering Successful Performance Our officers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

Applying Project and Programme Management Our officers work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

Developing High Performing People and Teams Our officers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions:

N/A

Compiled by:
D.Greenwood
Formatted by:

Grade Assessment
Date:

Post Grade:
Band 8

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