

Job Description			
Job Title:	Principal Project Manager		
Grade:	10	Post No:	OPDC-PPM
Directorate:	Delivery		
Job Purpose			
<p>OPDC have developed an Outline Business Case for a heat network within OPDC to supply low carbon heat to 12,000 homes, a hospital and commercial buildings. The next phase of this project is commercialisation and Full Business Case in which OPDC will procure a delivery partner. This is an exciting and fast paced project which requires determination and ambition.</p> <p>You will be responsible for managing an external team of consultants, working with internal and external stakeholders, to successfully procure a delivery partner for OPDC.</p> <p>A key part of this role will be to report to Directors and Board on the complex financial, commercial and delivery considerations to enable key decisions to be made. Good communications skills (verbal and written) and an ability to gain support are essential.</p> <p>Experience of commercial, financial and technical delivery of district heating networks is preferred but not essential.</p> <p>You will report to the Head of Infrastructure.</p>			
Principal accountabilities			
<ol style="list-style-type: none"> 1. Initiate, develop and manage the production and approval of project documentation, which may include Treasury compliant business cases, and report on progress as necessary. 2. Where requested lead and manage projects in line with current best practice and GLA/OPDC policy to meet the Corporation's stated objectives 3. Identify and manage any risks and issues arising within the projects, escalating, and communicating to the Senior Management Team and others as appropriate. 4. Identify and manage relevant stakeholders including the coordination of relevant stakeholder steering groups. 5. Maintain budgetary oversight of projects as agreed with the Head of Infrastructure, managing and planning for future expenditure, providing support and intelligence to influence future resources and budget requirements. 			

6. Support the Head of Infrastructure with contractual management to ensure externally procured work is delivering required outcomes to an agreed time and standard.
7. Support the Head of Infrastructure and Directors in the preparation of requests for OPDC Board authorisations for all aspects of programme-wide delivery including the preparation of strategic papers, optioneering reports, expenditure & budget forecasts, resource forecasts and funding requirements.
8. Support the Directors in the preparation of Mayoral Direction papers and inter-departmental correspondence.
9. Prepare periodic, reports, and briefings for senior management to track progress, expenditure, risks, and items for escalation.
10. Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate vision and mission and the organisation's overall delivery aims, acting as an ambassador for the OPDC.
11. Deputise for the Head of Infrastructure as requested.
12. To undertake duties commensurate with the grade and level of this post.

Key contacts: Head of Infrastructure, Director of Development

Accountable to:	Head of Infrastructure
Accountable for:	Resources allocated to the role

Technical Requirements

- Required:
1. Demonstrable experience of successfully defining, establishing, and managing projects within complex programmes, within development, infrastructure, transport, or utilities projects, in either a client or consultancy capacity.
 2. Demonstrable experience of working with internal and external stakeholders to influence and support the delivery of development and/or infrastructure and energy (utilities, social or transport) projects.
 3. Knowledge of good practice in project management, including the programme/project lifecycle and the respective roles of client/consultant, and public and private sectors within the delivery of development and/or infrastructure projects.
 4. Track record of successfully managing external consultants to achieve project outcomes.
 5. Excellent communication & presentation skills.

Desirable:

1. Heat Network experience or delivery of energy projects would be desirable.
2. Degree Qualified.
3. Professional Project Management qualifications and associations. (e.g. RPP, PRINCE2, MSP, APM)

Behavioural Competencies

Communicating and Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver OPDC priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the OPDC both within and outside the organisation

Building and Managing Relationships

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3 indicators of effective performance

- Actively engages partners and encourages others to build relationships that support OPDC objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

Strategic Thinking

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates OPDC vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the OPDC
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

Research and Analysis

... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits

Level 3 indicators of effective performance

- Expands networks to gain new information sources for research and policy development
- Identifies and implements methods to ensure intelligence is of a high quality
- Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
- Tailors research investment in line with likely impact for Londoners and policy priorities
- Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the OPDC and its stakeholders

Organisational Awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the OPDC and shaping our approach accordingly.

Level 3 indicators of effective performance

- Uses understanding of differences between the OPDC and its partners to improve working relationships
- Helps others understand the OPDC and the complex environment in which it operates

- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating OPDC objectives
- Helps others understand how the media and external perceptions of the OPDC influence work

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in
- Keeps staff motivated and engaged during times of change, promoting the benefits
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation