

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Project Manager – Culture & Leisure	Grade: PO5
Section: Culture and Leisure	Directorate: Environment and Community Services
Responsible to following manager: Director of Culture and Leisure	Responsible for following staff:
Post Number/s:	Last review date: June 2025

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

The postholder will be an expert in managing building and improvement projects for Culture & Leisure services across Richmond and Wandsworth Councils. They will lead

the planning, design, and delivery of these projects, making sure they meet the needs of the service and its users.

Develop and coordinate the capital and asset needs of the Culture & Leisure division and our stakeholders as our Client.

Ensure a robust governance, process and procedures are developed and maintained within the frequent reporting structures.

Specific Duties and Responsibilities

- Manage and lead a range of capital and asset related construction projects for the Culture & Leisure division
- Make sure projects are managed in a high-quality, consistent, and professional way. This includes using standard processes, setting up project reviews, keeping clear records, and checking on progress regularly.
- Involve local residents, staff, and other stakeholders in the projects to make sure their views are heard, and they support the project goals.
- Deliver projects that deliver the agreed objectives, agreed benefits and value for money.
- Make sure all projects follow legal rules and regulations, and that they support the council's wider goals and strategies.
- Write clear project briefs, proposals, and business cases to help get approval from senior leaders.
- Provide a scheduled tracking structure for risk and financial management in all projects, manage, contribute, and input relevant data and information for project reporting, quarterly reviews, and annual reports as required, reporting through agreed governance and to SRO's.
- Ensure that realistic project and quality plans are prepared and maintained and track all activities against the plan, providing regular and accurate reports.
- Build strong relationships with colleagues, partners, and stakeholders. Keep them informed and involved throughout the project.
- Manage change control and update key stakeholders on a regular basis
- Manage any changes to the project and keep stakeholders informed of progression or blockers to progress.

- Support the delivery of an effective and professional project management service through sharing knowledge and support to team members as required.
- Maintain an excellent working knowledge of project management principles and Council policies and procedures.
- Manage, attend and contribute to project boards and other project related meetings, including gathering agenda items, distributing paperwork, drafting notes, contributing to meetings, and ensuring that agreed actions are carried out by the relevant staff or contractors.
- Ensure the maintenance of documentation and records in accordance with quality standards and agreed repositories are kept up to date.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

There will be requirements for some out of hours working to attend committee or other community meetings.

Hybrid / Flexible working supported but the nature of the role will require significant on-site presence.

Team structure

The post will report to Director of Culture and Leisure

Person Specification

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Section: Culture and Leisure	Directorate: ECS
Responsible to: Director of Culture and Leisure	Responsible for: N/A
Post Number/s:	Last Review Date: June 2025

Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Excellent understanding of construction programme and project management principles and methodologies	Yes		A/I
Good knowledge of local government; understanding the drivers for change and improvement, and the challenges or opportunities impacting the sector		Yes	A/I
Good knowledge of capital projects design and delivery methodologies		Yes	A/I

Good knowledge of methods and techniques to manage and influence behavioural and cultural change		Yes	A/I
Knowledge of leisure and cultural in a local authority context		Yes	
Knowledge of local authority procurement regulations and capital project contracts			
Experience	Essential	Desirable	Assessed
Excellent track record in programme or project management of high-profile corporate programmes	Yes		A/I
Significant experience of working with a wide range of senior stakeholders to bring about change	Yes		A/I
Experience of delivery of capital and asset construction related projects as a Project Manager	Yes		A/I
Experience of working as part of cross-functional project teams	Yes		A/I
Experience of leadership and management including managing and driving the performance of matrix teams of people with diverse roles and responsibilities to achieve excellent outcomes		Yes	A/I
Skills	Essential	Desirable	Assessed
Excellent report writing and communication skills	Yes		I
Ability to anticipate problems and sensitive issues and act creatively and proactively to find solutions	Yes		I
Ability to establish the excellent connections and credibility with senior stakeholders necessary to influence and drive change	Yes		I
Ability to design, plan and scope programme and project governance	Yes		I
Ability to influence, negotiate, mediate, and persuade in challenging circumstances	Yes		I
Exceptional attention to detail and organisational skills to support a complex governance framework	Yes		I
Able to deal with the pressures of a constantly changing and demanding environment	Yes		I
Ability to enthusiastically champion innovation and change to inspire and motivate colleagues		Yes	I
Qualifications	Essential	Desirable	Assessed
Relevant professional qualification (e.g. project management qualification or equivalent level of experience)		Yes	A/C

A – Application form
I – Interview
T – Test
C - Certificate