



Project Manager (Wetland Habitats) **Grade: 9**

Directorate: Conservation

Location: WWT Steart Marshes

Reporting to: Senior Project Manager

Main function of post:

To effectively and efficiently manage UK wetland habitat enhancement projects using WWT's Project Management Framework, successfully delivering the outputs and objectives of those projects and the work of the project officers with them. To represent WWT to key external audiences.

Supervisory responsibilities: Volunteers and contractors whilst managing projects

Main duties of the post

1. To provide direction and leadership to all staff and volunteers engaged within a project enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional management in line with WWT's people framework.
2. Effectively and efficiently manage projects in accordance with WWT project management framework, related to UK wetland habitat enhancement and creation
3. To ensure that project goals are realistic and practical, and develop and manage appropriate strategies for achieving these goals.
4. To identify and work to secure all the internal and external resources, whether financial or human, required to complete the project successfully.
5. To develop and execute an efficient internal project communication strategy for ensuring communication with all levels of management within the team.
6. To taking responsibility for budgeting and managing resources of ongoing projects, including signing-off on project expenditure within approved limits (and escalating where necessary)
7. To manage external stakeholders involved in projects, including but not limited to the establishment and operation of formal joint project delivery structures.
8. To contribute to the maintenance and continual development of project management procedures and processes, particularly WWT's Project Management Framework, identifying the lessons learnt from projects, from both positive and negative examples, are distilled and drive the incorporation of best practices into future project delivery

9. To provide clear and objective feedback to the line managers of wider project team members to ensure staff are being developed, motivated and to support performance review
10. To recognise/identify new project opportunities that may arise as result of project work and contacts which is aligned to the WWT Programme Plans, and liaising with their line manager on any opportunities that arise.
11. Play a role in the development of new projects, including as project development manager when appropriate, in close cooperation with the central Conservation Project Development Team
12. To represent WWT to external audiences in the field of wetland habitat enhancement and effectively brief others (chiefly Senior Project Managers) as appropriate.
13. To contribute to internal reports and other publications/messaging as required by their line manager and/or the Head of UK Programmes
14. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
15. To be responsible engaging with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
16. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised:

Amended: 1st December 2020

The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

Person Specification

1. Qualifications

Essential:

- Degree-level qualification in a relevant field
- Current driving licence

Desirable:

- A recognised qualification or accreditation in project management (e.g. PRINCE2, APM accreditation)

2. Experience

Essential:

- Demonstrable experience in the field of UK wetland habitat enhancement and creation
- Substantial experience of successfully project management
- Experience in networking, partnership building and relationship management
- Demonstrable experience of implementing effective governance arrangements to ensure timely decision making, effective risk management, and compliance with wider policies and procedures.
- Experience of building and supervising a team educated to up to degree level
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint.

Desirable:

- Experience of working in devolved administration contexts within the UK
- Experience in managing / understanding of statutory grants

3. Managerial & Supervisory

Essential:

- Ability to lead, manage and motivate a project team
- Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project delivery.

Type of staff	Number managed	Number supervised
Employed Staff	0	1-5
Volunteers / Casual Workers	0	1-10
Contractors	0	1-10

4. Responsibility

Essential:

- Ability to take responsibility for projects and prioritise resources accordingly
- Excellent self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (sign off level)	Up to £1,000
Project Size (normally managed)	Medium
Cash Handling	£0
Assets (required for job, exc. buildings)	£5,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Good problem-solving skills and an eye for detail
- Ability to be resilient in overcoming barriers, recovering from setbacks and identifying lessons learnt
- Excellent planning and organization skills to deliver work to agreed timescales and standards

6. Contact

Essential:

- Excellent written and oral communication skills to write reports and deliver presentations.
 - Ability to represent projects effectively to partners/stakeholders and at external events
 - Effective team-working and collaboration skills.
 - Excellent interpersonal skills including being able to negotiate, give feedback, persuade, influence, deal with conflict, influence, and work effectively with groups and individuals including those with differing perspectives and in challenging circumstances.
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