



## Job Description

<b>Role Title</b>	Project Manager
<b>Department</b>	Portfolio and Planning
<b>Responsible to</b>	Head of Portfolio and Planning
<b>Job Level</b>	Grade 5

### Summary Purpose

We are seeking a highly organised and detail-oriented individual to join our Portfolio and Planning team as a Project Manager. As a Project Manager, you are responsible for managing projects from initiation to completion, ensuring they are delivered on time, within budget, and to the required acceptance and quality criteria. This role involves planning, executing and overseeing one or more projects while effectively communicating and managing stakeholder expectations.

This role will sit within the Portfolio and Planning Team and therefore there will be some PMO and Planning activities to be undertaken on an ad hoc basis.

The post holder will lead and be responsible for one or more projects that will involve change management and will potentially involve complex procurement and commercial elements.

### Key responsibilities / level of accountability for delivery

- To work in partnership with Head of Portfolio to manage projects that will be overseen by the Portfolio and Planning Team.
- Establish and manage an effective project team.
- Establish and manage relevant project meetings to ensure the proper functioning of the project.
- Develop and complete all project documentation and detailed project plans to ensure delivery of the project to agreed budget, programme, scope, and quality standards, taking account of interdependencies between projects.
- Work with the Head of Portfolio and Planning in developing the project from brief to Outline Business Case and Full Business Case stage, including undertaking options



- appraisals and feasibility studies for preferred options.
- Working with the Head of Portfolio and Planning, to develop a Stakeholder Engagement Plan, ensuring all stakeholders are fully and appropriately involved throughout the project.
  - Monitor and update the plans on a regular basis.
  - Ensure that all aspects of the projects are managed based on best practice.
  - Undertake robust project monitoring and follow change management processes, ensuring that all proposed changes are logged, and decisions recorded.
  - Develop a Communications Plan for the project, setting out what is to be communicated to whom, at what stage, in what format, when and where, updating the plan, as appropriate, throughout the project.
  - Identify and assess risk throughout the project including drawing up and regularly reviewing and updating a quantified risk register with mitigating actions and contingency plans, undertaking risk workshops alongside Head of Portfolio and Planning, and escalating project risks as appropriate.
  - Establish requirements and develop a procurement management plan for the project.
  - Manage project finances in line with allocated budget and ensure delivery in line with agreed project outcomes.
  - Undertake information gathering to inform project plans e.g. best practice, lessons learned, centres of excellence, benchmarking.
  - Utilise analytical methods to interpret and report complex information and facts, prepare reports and options appraisal, and recommended solutions.
  - Ensure robust systems are in place to evaluate and measure key project benefits, analysing and interpreting information gathered, and preparing reports where required.
  - Work on your own initiative with minimal supervision and manage your own time effectively, ensuring that projects remain on schedule.
  - Identify and ensure that potential blockages to project implementation are dealt with, communicating difficulties and producing options/solutions to the project sponsor and Head of Portfolio and Planning.
  - Maintain and manage project plans for all allocated projects.
  - Facilitate communication with stakeholders at all levels with the ability to manage stakeholders' expectations and facilitate discussions across high risk and complexity or under-constrained timescales. Represent the change to various audiences / forums across the organisation.
  - Undertake lessons learnt on all projects.
  - Maintain records of responses and actions taken against recommendations from meetings.

#### Key outputs including typical timeframes

- You are responsible for scoping and completing all associated project documentation (i.e. Business Cases, Scoping Definition Documents, Project Initiation Documents, RAID Logs, Benefit Profiles etc.)
- You will develop detailed project plans for the full project lifecycle.
- You will maintain clear and effective communication with stakeholders and develop robust stakeholder management plans.



- You will identify project risks, issues, assumptions, and dependencies and develop mitigations which will be captured within the RAID log that will be regularly reviewed and updated.
- You will ensure all project deliverables follow the Quality Assurance Process.
- You will manage changes to the project scope, schedule, and costs by completing change management requests and following change management protocols.
- You are responsible for all project closure activities and will conduct post-project evaluations and document lessons learned.
- You ensure accuracy of administration with clear audit processing
- You will maintain records of responses and actions taken against recommendations from meetings

### Key Relationships

- You establish effective relationships across the Portfolio and Planning team to drive collaboration across the team and wider organisation.
- Building and maintaining good working relationships with key stakeholders across the whole organisation.

### Education, Qualifications, Experience

- Significant experience of successful project and change management.
- Proven project management experience, in particular projects with an element of complex procurement activities.
- Experience of planning and organising a broad range of multi-stranded and complex projects, plans and strategies, formulating and adjusting as required.
- Specialist knowledge through experience of project management, cost management, procurement management, quality assurance, and risk management.
- Experience of working within a PMO environment.
- Effective analytical skills, able to review and interpret highly complex and sometimes conflicting information and data and translate into reports, scenarios, schedules of accommodation and specifications, presenting options and recommendations.
- Effective communication and presentation skills (both verbally and non-verbally), dealing with highly complex or sensitive information communicated to a wide range of individuals and groups at all levels internally and externally.
- Experience of supporting and coordinating business plans across a number of teams.
- Experience of drafting a wide range of reports with an ability to summarise a complex set of facts, clearly, accurately, and succinctly to a wide audience.
- Negotiation, persuasion, and motivational skills, able to gain co-operation at all levels. To include an ability to calmly resolve sensitive issues in a professional manner
- Computer literate with advanced keyboard skills and experience in the use of Microsoft and other software packages for data analysis and report-writing
- An ability to plan and think strategically
- An ability to identify and understand risks to a project(s)
- An ability to work with a high degree of accuracy.



- Experience in minute taking and maintain accurate records of responses and actions taken against recommendations from meetings.

### **Behaviours and Values**

- Ability to work with and engage with staff at all levels.
- Able to demonstrate high levels of integrity, confidentiality and reliability.
- Ability to organise your own workload.