

## Job description

<b>Job Title</b>	<b>Project Manager</b>
<b>Reports to</b>	<b>Head of People Systems</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop the project scope and objective, involving all relevant stakeholders</li> <li>• Develop a detailed project plan and track progress against the plan</li> <li>• Use appropriate governance processes to manage changes in project scope, schedule, and costs</li> <li>• Measure and track project performance using appropriate systems, tools, and techniques</li> <li>• Manage project risks, issues, and dependencies</li> <li>• Manage the assignment and tracking of project related tasks, ensuring that there is an accessible centralised repository, and all dependencies are understood and managed appropriately.</li> <li>• Coordinate internal resources and third parties/vendors for the flawless execution of projects, escalate any issues appropriately.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Ensuring that all projects are delivered on-time, within scope and within budget</li> <li>• Ensure resource availability and allocation</li> <li>• Ensuring that the project stakeholders are fully engaged throughout the life of the project</li> <li>• Prepare and publish weekly project progress report</li> <li>• Deliver weekly plan updates</li> <li>• Prepare monthly Transformation Board papers including:               <ul style="list-style-type: none"> <li>○ Actions</li> <li>○ Risks</li> <li>○ Issues</li> <li>○ Dependencies</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Progress update</li> <li>● Ensure timely updates to the project on changes to scope and dates</li> </ul>
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## Person Specification

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Proven work experience as a Project Manager</li> <li>● Experience of delivery of business transformation, systems integration, or organisational change programmes, ideally delivered in an agile manner</li> <li>● Hands on experience with project management software, like MS Project</li> <li>● Solid technical background – ability to converse with TDA's and architects</li> <li>● Excellent organisation and Stakeholder management skills</li> <li>● Agile Delivery experience</li> <li>● R&amp;I management experience</li> <li>● High level understanding of contracts</li> <li>● Capability to develop and to present at SMT level</li> <li>● Excellent leadership, team management and communication skill</li> </ul>
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>● Relevant degree, or equivalent experience.</li> <li>● Exceptionally organised and able to work flexibly and autonomously taking responsibility for own work.</li> <li>● Ability to work remotely</li> </ul>

