JOB DESCRIPTION

JOB TITLE:	Project Manager
DEPARTMENT:	Programme Office
JOB HOLDER:	
REPORTS TO (JOB TITLE):	Head of Programme Office

JOB PURPOSE
To define, plan and manage delivery of cross-organisational projects that deliver expected outcomes and benefits to the Institute and its stakeholders. The job holder will be expected to drive projects forward in coordination with the respective teams and management boards/committees, ensuring successful delivery and an effective handover following project closure.

The job holder will lead and provide expertise in: project planning, initiation and approval, monitoring and evaluation, risk, issue and dependency management, prioritisation, lessons learned and project closures.

The job holder, along with the rest of the Programme Office (PO) team, will support the Head of Programme Office to establish and lead an effective PO function for the Institute.

DIMENSIONS
Financial
- Responsible for management of project budgets (as appropriate).

Staff
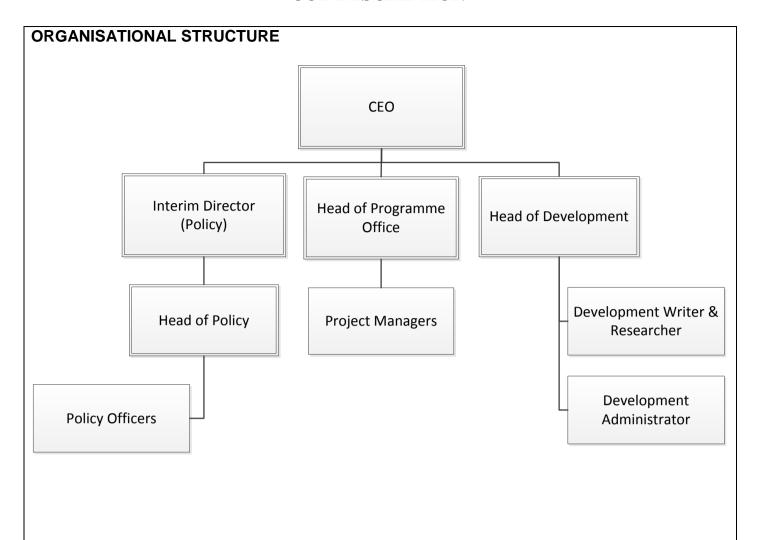- Management of projects with multiple delivery teams (may include internal staff, external contractors and experts).

Customer
- Provide specialist advice and recommendations to support informed decision making.

Administrative
- Organisation of Programme Board meetings with up to 25 attendees.

JOB DESCRIPTION

ORGANISATIONAL STRUCTURE

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                        │     CEO      │
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│Interim Director│      │Head of Programme│     │Head of Development│
│   (Policy)    │      │    Office      │      │                   │
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│ Head of Policy │      │Project Managers│      │Development Writer &│
│               │      │                │      │    Researcher     │
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┌───────────────┐                              │   Development     │
│Policy Officers │                              │  Administrator    │
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CONTEXT

The role covers a full range of project management and support to drive work across the organisation. The project manager will work closely with various teams on new and ongoing projects. The role requires close liaison and relationship building with staff at all levels of seniority throughout the organisation, as well as external agencies and partners.

TASKS & ACCOUNTABILITIES

Project management – 85%

1.	To apply project management expertise to projects across the organisation, reporting to project boards/committees and senior management as required.
2.	To specify and deliver project plans, securing stakeholder input and commitment from the early stages of an idea through to submission of a detailed proposal.
3.	To have delegated responsibility for project budget(s) (as appropriate) and to assist with budget/resource/funding management in accordance with the Institute's policies and procedures.
4.	To engage with project stakeholders to shape and support delivery of the required outcomes, through the defined governance mechanisms.
5.	To support project delivery teams by monitoring progress and documenting, resolving or escalating risks and issues as appropriate.

6.	To work as a collaborative member of teams across the organisation and contribute to a culture of continuous improvement and innovation.

Programme Office support – 15%

7.	To participate in Programme Office management, including:
	• To organise monthly meetings of the Programme Board, including all documentation
	• To capture, analyse and present high-quality management information on the delivery of programmes, projects and recurrent activities across the organisation
	• To design and produce standard and bespoke reports for relevant boards/committees as required
	• To drive use of project management tools and techniques across the organisation
	• To support teams in developing proposals for new projects and to monitor their delivery from approval to closure through appropriate tools and reports

DECISION-MAKING & CHALLENGE
- To work with project owners to ensure proposals meet Programme Office quality criteria and appropriately align with the strategy ahead of submission.
- To define project plans, controls and processes with project owners.
- To use judgment in prioritising demands across projects, programmes and other activities with minimal supervision. There may, at times, be conflicting priorities.
- Significant problem solving and decision making in order to deliver projects across the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE
- Professional qualification in project management, or able to evidence knowledge and understanding of project management tools and techniques (essential).
- Excellent interpersonal skills and a confident communicator (both verbally and in writing) (essential).
- Excellent organisational skills with the ability to plan, prioritise, structure and manage a busy workload competently (essential).
- Ability to work with minimum supervision and use a high degree of initiative, working flexibly as part of a team (essential).
- High degree of literacy and numeracy (including computer literacy and MS Office applications), accuracy and an eye for detail (essential).
- Ability to learn and adapt to the technical skills required for the job and new ones as they arise (essential).
- Professional attitude and diligent/dedicated approach (essential).
- Educated to degree level or significant vocational experience (desirable).
- Proven ability to apply project management principles and techniques to manage a range of complex projects through to completion (desirable).

BEHAVIOURS
- Drive for results – Can be counted on to meet or exceed goals successfully.
- Managing and measuring work – Takes responsibility for tasks and decisions.
- Customer focus – Is dedicated to meet and exceed the expectations and requirements of internal and external customers / partners.
- Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly.

JOB DESCRIPTION

DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	