**Job Description**

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| **Job title** | Project Manager | **Grade** | C |
| **Department** | Programme Office | | |
| **Team** (if applicable) |  | | |
| **Responsible to** | Head of Programme Office | | |
| **Revision Date** | June 2019 | | |

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| **Purpose of the job** |
| This role is responsible for defining, planning and managing 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.  This role will focus on leading and providing 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 IOP. |
| **Context of the job** |
| 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. |
| **Key decision-making in the job**  A summary of the key main decisions/challenges the post holder may face in carrying out this job. |
| * 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. |
| **Accountability of the job**  A summary of the facts and figures that are relevant to illustrate the scale of the role |
| * Responsible for management of project budgets (as appropriate). * Management of projects with multiple delivery teams (may include internal staff, external contractors and experts). * Provide specialist advice and recommendations to support informed decision making. * Organisation of Programme Board meetings with up to 25 attendees. |

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| **Organisational chart** | |
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| **Main responsibilities of the role** | |
| Project management – 85% | |
|  | To apply project management expertise to projects across the organisation, reporting to project boards/committees and senior management as required. |
|  | 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. |
|  | 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. |
|  | To engage with project stakeholders to shape and support delivery of the required outcomes, through the defined governance mechanisms. |
|  | To support project delivery teams by monitoring progress and documenting, resolving or escalating risks and issues as appropriate. |
|  | 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% | |
|  | 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 |

**Person Specification**

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| **We are looking for someone who...** |
| * Has a **drive for results**, who can be counted on to meet or exceed goals successfully * Can **manage and measure work effectively**, taking responsibility for tasks and decisions * Is **customer focussed** and dedicated to meeting the expectations and requirements of internal and external customers / partners * Has **great functional/technical knowledge and skills** to do the job at a high level of accomplishment * Is **committed to their personal learning**, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly |
| **Experience this person should have is…** |
| * Proven ability to apply project management principles and techniques to manage a range of complex projects through to completion (desirable). * Educated to degree level or significant vocational experience (desirable). |
| **Skills this person requires are…** |
| * Ability to learn and adapt to the technical skills required for the job and new ones as they arise. * Team player – the ability to work co-operatively with others to achieve common goals * Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties * Influencing skills – the ability to bring others to your way of thinking diplomatically * Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives * Dependable – able to complete tasks to high standard and to deadline * Organisational skills – ability to work with minimum supervision, prioritise workload, and handle multiple tasks * Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand * Communication skills – ability to express information clearly and effectively in written and oral form * Computer literate – good working knowledge of Microsoft Office |
| **Qualifications required are…** |
| * Professional qualification in project management, or able to evidence knowledge and understanding of project management tools and techniques (essential). |