

Role Profile: Project Manager

Role Levelling

P3

Purpose	Key Relationships
<p>To manage the timely delivery of technology related projects to cost and quality, for the customer and member-facing business and / or back-office functions, in line with the defined technology roadmaps and business strategy.</p> <p>To manage several discreet projects at any one time or be dedicated to a larger project or workstream (as part of a programme) lasting over a prolonged time period.</p>	<p>CTO teams: Architecture, Service and Ops, Software Engineering, Security</p> <p>Business teams: Sponsors . Product Owners, stakeholders (multi-functional)</p> <p>Project teams: Programme Management Office, SMEs and business partners as appropriate</p> <p>External 3rd party suppliers (various)</p>

Key Accountabilities	Measures of Success	Experience/ Qualifications Required
<ul style="list-style-type: none"> Project / workstream delivery to time, cost and quality, raising change control and seeking approval as necessary for deviations from the original business case Managing communication and relationships with all stakeholders (including Exec Sponsor) throughout the delivery lifecycle, ensuring a communications and engagement plan is in place and executed for successful implementation of change Forecasting, tracking and reporting on project spend and benefits, agreeing a process for the benefits realisation review following the completion of the project Creating and managing the project plan, RAIDD log (risks, issues, actions, decisions and dependencies) and change control processes Putting clear project governance in place including the preparation of stagegate reviews, application of a clear project RACI and agreement of handover of activity into BAU Motivating and leading the project delivery team, including functional Subject Matter Experts, IT architects, developers, testers and process / product analysts to deliver on time and to budget Managing delivery of the project with third party vendors and systems providers 	<p>Project managed to:</p> <ul style="list-style-type: none"> Time Cost Quality <p>Clear communication and stakeholder management in place throughout the project</p> <p>Positive adoption of change in BAU</p> <p>Project benefits realized and reported</p> <p>Financial control and transparency of spend</p>	<p>Project Management Qualification: (Prince 2 Practitioner, Agile, PMP equivalent) and / or experience of having used these frameworks across the full project lifecycle</p> <p>Prior experience of having managed business and / or IT change projects</p> <p>HR integration projects focussing on connecting HR functions, data and systems, including integrating HR software with payroll, finance, talent management, and other internal or third-party applications.</p>