

Job Profile

IT Project Manager

About the Job

Career Grade: 8/9

As Project Manager you will be required to manage a portfolio of IT projects from initiation to completion. You will manage all associated resources, schedules, financial spend and provide regular reports to evidence progress. You will adhere to the business' stage gate processes, ensuring robust controls for project change requests and risk and issue management.

This is what we need you to do...

- Take full responsibility for the definition, documentation, and successful completion of IT projects. Adopt and adapt project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.
- Ensures that effective project control, change control, risk management and testing processes are maintained.
- Monitor and control resources, revenue and capital cost against the project budget and manage expectations of all project stakeholders.
- Plan, direct, and co-ordinate activities to manage and implement a project from contract or proposal initiation to final operational stage including the transition into "business-as-usual".
- Plan, schedule, monitor, and report on activities related to the project.
- Ensures that projects are managed to realise business benefits and that project management is informed by an awareness of current technical developments.
- Provide matrix management for all staff and resources assigned to the project, including project team members and support services.
- Be responsible for project communications and stakeholder management; engage with stakeholders to ensure their commitment to the project.
- Prepare routine and bespoke reports as required in order to meet corporate reporting requirements.
- Contribute to the oversight and governance of the wider corporate portfolio, working with colleagues in the Planning, Performance & Change Team to ensure that the entire portfolio of programmes and projects is well designed, well governed and effectively managed.

In addition, at Grade 9, we need you to...

- Manage projects that are more complex (typically with significant business, political, or high-profile impact, and high-risk dependencies).
- Provide support for high risk, complex programmes.
- Keep up to date with legislative and wider changes in service areas relevant to the current portfolio of projects in order to be able to recommend and help to design solutions

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed.

The ideal candidate will have...

Experience

- Managing projects
- Experience in project methodologies (Agile, SCRUM, SDLC/Waterfall)
- Preparing and presenting clear, concise reports
- Risk management
- Supporting cost/benefit analysis and options appraisal
- Benefits realisation (including delivery of cashable savings)
- Experience of working within the public sector (Desirable)

Additionally, at Grade 9

- A track record of consistently and successfully delivering complex projects within the public sector or a complex organisation

Behavioural attributes

- Collaborative approach
- Confident, enthusiastic, self-motivated and determined
- Good negotiation skills
- Able to work as part of a team
- Able to motivate and influence others
- Self-aware and open to learning and development
- Well organised and able to balance competing demands and meet tight deadlines without direct supervision
- Customer focussed
- Commitment to equality and diversity principle and practice

Knowledge, Skills and Understanding

- Able to exercise influence across a range of stakeholders, including managers senior to the post-holder and third parties
- Able to present a well-argued, robust business case
- Ability to hold challenging discussions to deliver results
- Problem solving
- Facilitation skills
- Ability to manage multiple and sometimes conflicting priorities
- Research and analytical skills
- Excellent written and verbal communication skills
- Have an understanding of technology and the benefits of digital thinking

Education & Qualifications

Essential

- Good levels of numeracy and literacy (evidenced by GCSEs Grade A–C or equivalent)
- NVQ Level 4 qualification or equivalent
- Formal programme or project management qualification (desirable)

Additionally, at Grade 9:

- Formal programme or project management qualification (essential)
- Degree or equivalent qualification or able to demonstrate equivalent critical and analytical thinking