**Job Description**

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| **Job Title:** Project manager | | | |
| **Business Unit:** Stannah Management Services | **Location:** Andover (Hybrid) | **Job Family**: IT | |
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| **Main Purpose:**  A leadership role, the primary responsibility is to ensure the successful delivery of IT projects to Stannah’s business community, in support of the business strategy and portfolio.  To plan, manage and lead projects from concept through to successful delivery, including allocation and coordination of business analysts, technical resources, suppliers and budgets and business adoption.  To liaise with other functional areas of IT to ensure adherence to Technical Architecture standards, Quality Assurance of change delivery and impact assessment of change on operations and technical support and service management teams. | | | |
| **Core Accountabilities:**  Accountable for managing the projects being delivered by the IT Team.  Whilst the majority of the projects will have an IT bias (both customer/end user facing and internal improvements), from time to time the role holder may be asked to work on non-technical projects that would benefit from a similar skillset.  **Project Management**  Stannah uses both Waterfall and Agile project delivery methodologies, as appropriate. For example, projects – or project deliverables – that rely on the firm’s internal development function will tend to lend themselves to the Agile method. Projects that rely on third party suppliers will tend to lend themselves to the more traditional Waterfall method. The role holder will be conversant in both approaches.  Produce, maintain and be accountable for the project delivery plan  Produce, maintain and be accountable for the project budget and financial forecast.  Working with line managers and Finance, take responsibility for ensuring the timely availability of resources – skills, budget, etc. – as necessary.  Propose, and use, various delivery models, such as Waterfall or Agile (or a hybrid of the two), to ensure the most efficient delivery of the various components of the project.  Act as the ‘scrum master’ in coordinating the delivery of Agile components.  Take accountability for reporting to senior stakeholders and project sponsors on progress to date (against time, quality and cost criteria).  Lead project meetings and communications, ensuring all project team members are aligned, understand the goals of the project and are completing tasks to the agreed project milestones.  Maintain the project risk log, and take accountability for the timely escalation and resolution of issues or risks, always proposing a solution rather than simply stating the problem.  Project Managers are also expected to coordinate between projects, adopting a programme or portfolio approach to ensure resources are optimally deployed in a manner that reflects the priorities of the business. Where feasible a set of optional costed solutions should be made available in order that the sponsoring managers may agree an optimal combination of changes.  **Advocating best practice**  Provide input into all relevant project and departmental documentation as required.   1. Proactively work with the wider IT community to develop and evolve methodologies, tools and techniques; be an advocate of the adoption of consistent best practice in the delivery of change. 2. Coaching and/or mentoring other members of the team who may be tasked with managing smaller pieces of work. | | | |
| **Key Outputs/Results:**   1. IT project delivery contributes to the significant success of the wider Stannah business 2. The various project steering groups are well attended and manage the project outcomes effectively 3. Governance processes are developed and effective 4. Through the PMO, all IT internal projects are well scoped and delivered in line with expectations 5. Change (major and minor) is introduced effectively, with the right emphasis on business process change, IT service transition and communication and training for the end user community 6. All IT management processes are followed accurately, and developed where appropriate through the continuous improvement methodology 7. The Stannah business receive meaningful and accurate reporting on project delivery performance | | | |
| **Resource Accountabilities:** | | | |
| **Financial** (Direct and Indirect):  Projects up to £250K directly.  Significant parts of projects up to £10M (global systems project) | **People** (FTE – Direct and Indirect):  Up to 6 project-based  Outsourced service partners | **Other Measures** (e.g. Revenue/Equipment/Property):   * Scope of role covers whole IT landscape | |
| **Key Relationships:**   * Internal business customers, business process ‘Super Users’ and business operational managers * Internal IT Service, Business System and Infrastructure teams * Infrastructure vendors and integration partners * Stannah business exec as project sponsors | | | |
| **Essential Knowledge:**   * Detailed knowledge of Project frameworks e.g. PRINCE2 or PMP * Broad business and detailed technical awareness of Microsoft, Network Infrastructure, security & application technologies * High level of IS/IT business awareness | | | |
| **Technical Skills:**   * Process modelling * Project management * Stakeholder management | | | |
| **Successful Experience:**   * Significant experience in a Project Management role * Experience of managing a global project * People management (direct and indirect) | | | |
| **Competencies:**   * Driving for excellent results * Thinking for the business * Commercial awareness * Managing * Developing self, individuals and teams * Communicating * Strategic thinking * Stakeholder management | | | |
| **Created by (Signature):** | | | |
| **Name:** | **Role:** | | **Date:** |
| **Signed off by: (Signature):** | | | |
| **Name:** | **Role:** | | **Date:** |