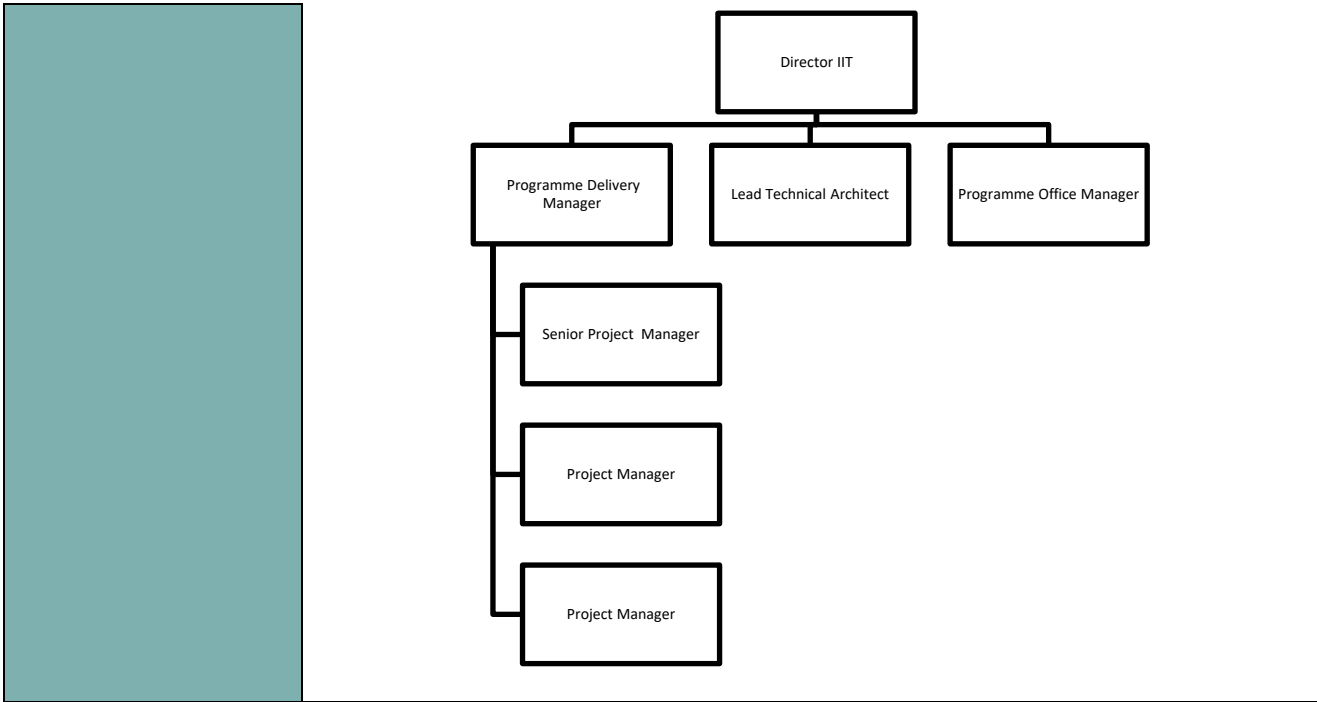




Role Profile

Role Title	Project Manager
Business group and team	Global Digital Technology, Internal IT Department
Job Purpose Overview	<p>Project Manager responsible for the assured delivery of small to medium projects, or portfolios of small to medium projects, or component work packages from Larger High Value Projects under the guidance of the Programme Manager or Senior Project Manager for the Internal IT Department of GDT across FCO Services in accordance with the IIT Assurance Plan to be delivered through 3rd Party suppliers and contracted statements of Works (SOWs) and the IIT Governance and Portfolio / Project plans.</p> <p>Delivery of internal customers' requirements in line with those defined in the Green Book Full Business Case (FBC) and expected from the delivery of the portfolio or project; Scheduling of work packages ensuring optimum alignment with 3rd Party implementers in phases 1 and 2 of the IIT stages and process.</p> <p>Manage key stakeholders for their projects / portfolios working in collaboration with Financial management of the projects or portfolio in line with FCO Services processes and procedures; Effective management of risks/issues and changes arising from the portfolio/project(s); Problem resolution for any issues arising from the portfolio/project(s); focus on Benefits delivery as specified in the FBC and validated by FCO Services Financial Business Partners in the Customer domain; Represent FCO Services at portfolio/project governance meetings.</p>
Organisational position	This role sits within Global Digital Technology directorate in the functional department of Internal IT.



Date Updated	02/08/19		Updated By	Director IIT	
Current / Applied Grade	C5	Job evaluation date	02/08/19	Confirmed grade	C5

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Financial planning and management small to medium projects or work packages ensuring delivery within the agreed cost forecasts targets stated in the Full Business Cases.
- Planning, engagement, tasking and cost effective utilisation of resources to ensure project performance against the agreed targets as set at project initiation and agreed variations.
- Management of all project cost activities in line with FCO Services standards.
- Project level variation control and management through the IIT Assurance Plan.
- Preparation and dissemination of accurate and consistent daily weekly, monthly, quarterly or periodic project reporting.
- Delivery of in-year financial savings as agreed with the Programme Manager as part of FCO Services annual cost reduction objectives if specified.
- Ensuring the rigorous management of suppliers and/or Partner contracts to minimise the impact of contractual issues.
- The resolution of tactical project related issues to minimise the impact on delivery of the internal customer's projects.
- Continual management (identification, assessment and control) and mitigation planning to minimise any negative impact from project risk.
- Working with procurement to build robust supply chains and maintain quality of 3rd Party Contracts.
- Support the Programme Manager to develop the Corporate Plan Portfolio for the IIT Director and the IIT Steering Board.
- Develop and proactively manage Governance and Key Stakeholder mapping, communications strategy and communications planning for the project.
- Timely and Proactive resolution of tactical project issues and communications with FCO Services Key Stakeholders.
- Proactive engagement with Key Stakeholders to ensure consistent and timely project reporting and communications.

- Represent FCO Services interests at governance meetings liaising with Key Stakeholders and IIT team members.
- Schedule periodic customer satisfaction surveys within the project and ensure remedial action plans are implemented.
- Maintaining team focus on the Corporate Plan and Customer requirement ensuring the promotion of GDT and IIT values to create a positive business impact.
- Proactive engagement of specialist expertise to ensure timely and innovative solution development and assurance by key stakeholders and Groups.
- Timely engagement, induction, tasking and progress monitoring of all resources and functional business areas employed in the delivery of the project.
- Support the development of new The FCO Services Corporate Plan.
- Compliance with FCO Services GDT IIT Standards, Process & Governance.
- Apply robust Change Management processes and procedures within the project.
- Ensure FCO Services Health & Safety policies, processes and procedures are considered for all projects 3rd Party Suppliers.
- Ensure that necessary H & S activities are planned and proactively progressed throughout the project plans.
- Conformance to FCO Services and Public Sector fiscal and procurement policies, processes and procedures.
- Proactively promote and co-ordinate lessons learnt and improvement ideas within the project team.
- Promote and progress in-delivery improvement action plans.
- Proactively adopt change initiatives within projects and provide constructive feedback on process improvements.
- Day-to-day task management, prioritisation of resources and monitoring of project progress.
- Timely and effective tasking of project resources ensuring scope, targets and constraints are fully understood and committed to and accompanied by detailed tasking and H & S documentation.
- Development of a rigorous application of specific and effective quality assurance procedures, measures and criteria for all major project deliverables.
- Effective forecasting of resource requirements ensuring capacity planning efficiencies are maximised to deliver cost effective delivery.
- Inducting all team members into the project team, its objectives and key business drivers and provide clear work package objectives and leadership to the project team.
- Developing an Annual Personal Development Plan with the TL in order to maintain or develop knowledge and understanding of FCO Services systems and processes and to underpin credibility with Professional qualifications and specialist knowledge including re-accreditation as required.
- Ensuring that personal development needs, as identified within agreed PDP are proactively taken forward and planned into workload.
- Maintaining and recording a minimum of 36 hours of Continual Professional Development (CPD).
- Proactive engagement with change initiatives ensuring that personal awareness and compliance is maintained.
- Timely completion of Task assessments for all team members highlighting development needs and accomplishments.
- Development opportunities and support are available for staff within the team and that personal development needs are understood and incorporated into the planning process.
- Ensuring that project staff have the required H&S knowledge, training and support to enable them to effectively deliver projects with a focus on H & S.

KNOWLEDGE AND KEY SKILLS

Essential:

- Prince 2 Practitioner, APMP, ISEB Certificate in Project Management or equivalent.
- Demonstrable experience of project management methodologies and their application in the design, development and implementation of projects.
- Demonstrable understanding and experience, in the following specific domain areas in terms of the operation, maintenance and deployment of:
 - IT infrastructure: Experience in delivering a range of projects relating to IT Infrastructure and Communications development in an ITIL environment developing techniques on a Global scale.
- A sound knowledge of financial controls and management with knowledge of all aspects of the project life cycle coupled with a track record of working successfully with Enterprise financial systems (Oracle) at a project level.
- Demonstrable experience in the assessment, mitigation and management of project risks and issues.
- Demonstrable experience in the management of change within Projects
- Proficiency in Microsoft office applications in particular experience of MS Project or equivalent project planning tool.
- Demonstrable experience of Health and Safety and Construction Design Management (CDM) in the delivery of projects

Desirable:

- Demonstrable experience of delivering projects in overseas environments
- Knowledge or experience in Project Management products such as MSP, M_o_R® and M_o_V®
- Knowledge of analysis techniques, business and/or systems, and its application in a project environment.
- Benefits management and the responsibilities from a supply perspective.
- OGC Gateway Reviews

CORE COMPETENCES

Top three for job:

- Delivering with Pace
- Collaborating and Partnering
- Making Effective Decisions

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Delivery of complex projects to time, quality and cost as evidenced by portfolio / project documentation and governance acceptances.
- Tight control of all resources (especially 3rd Party contracted suppliers) and finances as evidenced by strategic financial management system reports, high utilisation rates for human resources and value for money usage of physical resources.
- Delivery of the Corporate Plan and Customer and FCO Services business benefits as documented in the Project Control Document Set and reviewed throughout the business delivery process and the FBC.
- Customer satisfaction in both the system and the level of service as evidenced by customer feedback and customer satisfaction survey.

Budget Responsibility?

N

If YES, how much:

If NO can they authorise payments?

Y

Reports to: (Role Title and Grade)	IIT Programme Manager – D6
Direct Reports: (Number and grades of staff)	Nil