



Role Profile

Job Title	Project Manager	Reports To	TBC	Location	Bradford
Date Created	November 2019	Department	Information Technology	Grade/Band	M3

Purpose: To manage the successful delivery of Project initiatives, ensuring performance, quality and budget constraints are adhered to.			
Main Accountabilities	Key Performance Indicators	Skills & Experience	Competencies
<p><u>Solution Delivery</u></p> <ul style="list-style-type: none"> Lead, or contribute to the initial definition and impact assessment and estimation of project concepts and ideas. Ensure successful project delivery from initiation through to closure, to agreed FGH standards; guidelines; processes. <p><u>Relationship Management</u></p> <ul style="list-style-type: none"> Manage project and service stakeholders, ensuring effective and timely communication, realistic expectations and displaying a positive 'can do' attitude. Manage third party suppliers ensuring a quality, value for money service and maintaining effective relationships. <p><u>Personal</u></p> <ul style="list-style-type: none"> Maintain a good awareness of general IT and Project Management trends and developments. Manage and motivate project teams, ensuring effective performance management, training and coaching. Contribute to the overall management of the IT Function; in a collaborative manner, accepting additional responsibility for specific management activities or leading "ad hoc" management tasks. <p><u>Best Practice</u></p> <ul style="list-style-type: none"> Proactive contribution to continuous improvement of both the IT Function and the organisation as a whole. 	<ul style="list-style-type: none"> Successful delivery of Project Initiatives within agreed schedule cost and quality standards Positive feedback from all key stakeholders (Internal & External) Appropriately skilled and motivated team members, operating within best practice guidelines. Delivery of Project Initiatives within agreed Project Management and SDLC guidelines and frameworks. 	<p><u>Leadership</u></p> <ul style="list-style-type: none"> Management of multi-disciplined personnel (matrix and line structures), displaying leadership, motivational and coaching skills. <p><u>Technical Knowledge</u></p> <ul style="list-style-type: none"> Confident and proficient in the application of structured project management methods, tools and techniques <p><u>Best Practice</u></p> <ul style="list-style-type: none"> Practical experience across Project & Software Development Lifecycles (Agile/Hybrid/Waterfall) and associated tools; techniques; methods. <p><u>Communication</u></p> <ul style="list-style-type: none"> Excellent interpersonal and communication skills, able to engage effectively at all levels, both internally and with 3rd parties. <p><u>Problem Solving</u></p> <ul style="list-style-type: none"> Strong planning, analytical and reporting skills, able to assimilate 	<p><u>Business Knowledge</u></p> <ul style="list-style-type: none"> Makes good commercial decisions, forecasts and manages budgets successfully. <p><u>Leadership</u></p> <ul style="list-style-type: none"> Coaches/motivates/develops team generating enthusiasm and common sense of purpose <p><u>Drive</u></p> <ul style="list-style-type: none"> Maintains a high level of personal motivation, working with pace and energy, responding positively to setbacks, enabling performance improvement. <p><u>Accountability</u></p> <ul style="list-style-type: none"> Accepting responsibility and delivering results. Ensures the team have clear responsibilities and the support to deliver what is expected.

Customer First

Integrity

Together

Innovation

Fair

<ul style="list-style-type: none"> • Maintain consistent, accurate plans covering schedule, cost and resource, with timely progress/performance reporting. • Champion the use of best practise governance and project methodologies. • To be committed to the fair treatment of customers at all times • To comply with FCA regulations, where applicable • Demonstrate behaviours in line with our Company values • To take reasonable care for the health and safety of yourself and other persons who may be affected by acts and omissions at work 		<p>complex information and present recommendations.</p> <p><u>Business Knowledge</u></p> <ul style="list-style-type: none"> ▪ Proven skills in Project Management and awareness of general Information Technology capabilities concepts and trends. ▪ Strategic thinking skills, able to place IT activity in an organisational context. <p><u>Managing Change</u></p> <ul style="list-style-type: none"> ▪ Flexible and proactive approach to change, encouraging innovation and presenting change positively. 	<p><u>Collaborative working</u></p> <ul style="list-style-type: none"> ▪ <i>Encourages strong sense of teamwork within the department and across all stakeholders.</i> <p><u>Customer Focus</u></p> <ul style="list-style-type: none"> • <i>Champion a customer focussed environment, striving to exceed customer expectations</i>
<p>Dimensions: Reports to TBC Works closely with other departments. Provides service to a number of people/stakeholders in project delivery capacity. Matrix management responsibility for up to IT and business professionals; Direct accountability for project budgets up to £1 million. Influences, and may manage components of the overall IT budget.</p>			

NB. Organisation chart must be added to the bottom of role profile

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