



ROLE PROFILE

Role Profile	
Job Title	Project Manager
Department	Project Management Office
Reports to	Lead Project Manager
Location	Building 2, Derriford Business Park Plymouth

Job Purpose	<p>Plan and deliver concurrently a range of small, medium and large projects of varying degrees of complexity, quickly, efficiently and within cost, quality, and time parameters.</p> <p>Helping our customers do amazing things.</p>
Key Competencies & Outputs	<p>Ensure all work packages are developed in accordance with the PMO methodology, ensuring adherence to governance guidelines and Delt's IT strategies.</p> <p>Coordinate the tasking of resource to ensure Proposals and Quotes are produced to meet customer SLAs.</p> <p>Manage the delivery of proposals and work packages through regular reporting. Maintaining key information on the status of all projects; providing project visibility to management in a common and consistent manner.</p> <p>Manage the change control procedure for major changes; gaining agreement for revisions to the production environment from business system owners.</p> <p>Ensure that projects are transitioned to operational teams, closed out and reviewed with lessons learned captured and actioned; undertake final analysis of projects to ensure customer satisfaction prior to project sign off.</p> <p>Work collaboratively and in partnership with both internal and external customers to gather and confirm business requirements resulting in meaningful solutions for customers.</p> <p>Work collaboratively with resource managers and plan managers within Delt to secure resources to deliver projects within cost, time and quality expectations.</p> <p>Monitor each project throughout its lifecycle to maximise the effectiveness of services delivered by the project.</p> <p>Coach and mentor junior members of staff and support colleagues when required.</p> <p>Contribute ideas to the PMO Improvement plan and deliver work to implement change initiatives.</p>

	<p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed.</p>
<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Essential</p> <p>Able to build and foster collaborative working relationships with stakeholders.</p> <p>Excellent interpersonal and communication skills.</p> <p>Demonstrable evidence of an ability to plan complex projects, to effectively lead and manage resources, to identify / manage risk and to deliver to cost, quality and time.</p> <p>Excellent written and oral presentation skills.</p> <p>At least 5 years' experience of successfully managing complex projects.</p> <p>Significant experience of using MS Project and Project Server or similar project management tools.</p> <p>Desirable</p> <p>Degree level education or equivalent.</p> <p>A project management qualification.</p> <p>Membership of a Professional body.</p> <p>Experience of working within an ITIL environment.</p> <p>Commitment to personal and professional development.</p> <p>Full driving license.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures</p> <p>All employees must work with the requirements of Delt's Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regards to the Delt equalities policy and relevant legislation</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>