

ROLE PROFILE

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

<p>Job Purpose</p>	<p>Manage all aspects of small project management in a Portfolio, Programme and Projects environment to support Delt's partners and customers deliver strategic priorities.</p> <p>You will work to balance time, quality and risk to achieve maximum efficiency, effectiveness and customer focus.</p> <p>Overall projects will vary in size, complexity and stakeholders. They will encompass infrastructure, software implementation, and shared services in on premises, partnership and system as service offerings.</p> <p>Small projects will principally involve rapid deployment of projects that do not require concept or benefits realisation.</p> <p>Developmental work will be available to deliver Projects in the broader Project lifecycle with concept, transition and benefits realisation with support and or mentoring.</p>
<p>Key Competencies & Outputs</p>	<p>Gathers internal and external stakeholder requirements and works in collaboration with specialist functions within Delt, procurement, HR and analysts/engineers to develop small project quotes, project plans including milestones, resourcing requirements, risks and costs.</p> <p>Ensures delivery working with the customer, external suppliers and Delt team in a matrix management structure. Working collaboratively with resource managers within Delt to secure resources within cost, time and quality expectations.</p> <p>Monitors and maintains key information to enable PMO reporting on the status of all small projects.</p> <p>Manages project risk and issues using project reporting tools and escalations routes engaging with PMO for escalation.</p> <p>Actively participates in small project audit and quality reviews.</p> <p>Manages the change control of the small project gaining agreement for revisions to time, cost, quality or delivery specification with project sponsors and business system owners.</p> <p>Ensures that small projects are transitioned in a managed way to operational teams and reviewed with shared knowledge.</p> <p>Undertaking final analysis of small projects closure with the Delt specialist areas, sponsor and or customer to ensure project sign off.</p>

	<p>Participates and supports delivery of process improvements based on project delivery performance working in liaison with the PMO Manager and leads.</p> <p>Works in a professional capacity engaging with specialist services as required and maintaining ethical standards and legal compliance.</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>Able to build working relationships with internal and external stakeholders. Good interpersonal skills.</p> <p>Good written and verbal communication skills to tailor documentation and material to meet the needs of the audience.</p> <p>Able to analyse and structure information to make evidence-based decisions.</p> <p>Good planning and organisational skills to identify risk and issues.</p> <p>Experience of managing small projects and or working as part of a larger project team in complex organisation – across multiple sites meeting quality expectations.</p> <p>Experience of a team environment, specifying work and being able to work in both face to face and remote managed environments.</p> <p>Experience working in a professional IT environment, with awareness of ITIL based assurance processes and customer management systems.</p> <p>Experience in effective transition.</p> <p>Ability to work with others to identify creative solutions to solve problems.</p> <p>Able to work in environments where there are competing priorities.</p> <p>Experience of using a project management tool such as MS Project and Project Online or Project Server.</p> <p>Working towards a relevant project management qualification (e.g. Prince 2, APM, PMI)</p> <p>Degree or equivalent level of experience.</p> <p>Commitment to personal and professional development.</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 our 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 be aligned to Delt's values and expected standards of behaviour.</p>