

# ROLE PROFILE

Role Profile			
<b>Job Title</b>	Senior Project Manager		
<b>Reports to</b>	Chief Project Officer	<b>Department</b>	PMO
<b>Location</b>	Delt, Building 2		

<b>Job Purpose</b>	<p>This role is key in ensuring that a large and complex portfolio of projects are delivered in a way that both meets the expectations of the commissioning customer and embodies the values and objectives of Plymouth City Council, identifying and seizing opportunities to intelligently programme work.</p> <p>The role will be responsible for ensuring that PMO disciplines are bought into by the organisation. This will require them being justified and at time amended to specifically meet the needs of the Council.</p>
<b>Key Competencies &amp; Outputs</b>	<p>Oversees the coordination and completion of all aspects of assigned projects with accountability or assuring project health and control by, managing customer (internal and external) expectations, monitoring day-to-day execution and ensuring projects are on schedule and within budget</p> <p>Creates and develops the portfolio management functions, managing product phase-in-phase-out plan, proactively anticipating gaps and overlaps within the portfolio.</p> <p>Ensures projects are delivered successfully into the PCC operational environment, following the relevant process to the satisfaction of the PCC Programme Board.</p> <p>Works to agreed timescales, highlighting to the relevant Project Manager and Manager any slippage or change in delivery.</p> <p>Creates and maintain standard project management deliverables, leveraging appropriate methods and practices and developing the processes and toolsets that will provide stakeholders with accurate and available management information, to enable effective decision making.</p> <p>Manages the delivery of a portfolio of projects, from pipeline through to closure, spanning multiple customer organisations and service areas.</p> <p>Provides motivation and leadership to all staff to embed the PMO standards.</p> <p>Collaborates with the Finance Lead and resource managers to develop, embed and manage project and programme budgeting and cost/resource estimation approaches, to support accurate financial and resource planning.</p> <p>Establishes frameworks and standards for Programme and Project Management that improve the quality of outcomes through project delivery, reducing time and cost, while ensuring that solutions satisfy customer benefit realisation expectations, business objectives and architectural principles</p>

	<p>Ensures the adoption and implementation of project and programme management methodologies and oversees training and coaching programmes to achieve this.</p> <p>Identifies and implements KPIs measurements that drive out excellent performance in the delivery of projects and programmes.</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><b>Experience, Knowledge, Skills and Qualifications</b></p>	<p>Able to build and foster collaborative working relationships with stakeholders. Excellent interpersonal and communication skills</p> <p>Analytical skills and a creative approach to problem solving. Planning and organisational skills, risk management skills</p> <p>Excellent presentation skills for delivering workshops and business cases, tailoring documentation and material to meet the needs of the audience.</p> <p>Degree or equivalent level of experience. Full driving license.</p> <p>Prince 2 Practitioner, APM Level C, PMI, ITIL Foundation or equivalent project management qualification.</p> <p>Demonstrable experience of managing projects in a complex IT organisation. effectively managing resources to ensure projects / portfolios are delivered on time and to budget as well as managing budgets</p> <p>Demonstrable experience working in a professional IT environment. providing a customer focused IT service. working within an ITIL environment. Up to date knowledge of legislation effecting the provision of IT services</p> <p>Experience of using MS Project and Project Server.</p> <p>Commitment to personal and professional development.</p> <p>No less than 2 years' experience in managing teams in a delivery capacity and experience in coaching, mentoring and developing others.</p> <p>Commitment to continuous improvement</p>
<p><b>Corporate Standards</b></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 act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures 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 regard 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 behavior for them and their team(s).</p>