



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>To project manage all aspects of small, and sometimes medium, scale projects to support Delt's partners and customers deliver their strategic priorities and business transformation activities.</p> <p>Projects will be predominately IT, will vary in complexity and will be for different stakeholders.</p>
Key Outputs	<p>To gather internal and external stakeholder requirements and work in collaboration with specialist functions within Delt, procurement, HR and architects to develop appropriate proposals. Quotes will include detailed project plans, milestones, resourcing requirements, risks and costs.</p> <p>To work with the customer, external suppliers and the Delt team in a matrix management structure to deliver projects. To work collaboratively with Delt resource managers to secure resources within cost, time and quality expectations.</p> <p>To monitor and maintain key information reporting on the status of all projects and provide project visibility to sponsors and Delt PMO using a range of reporting tools, exception reports and via other governance structures such as project boards.</p> <p>To manage project risk and issues using project reporting tools and escalation routes engaging with stakeholders, PMO and portfolio holders as required.</p> <p>To prepare for, and participate in, project audit and quality reviews.</p> <p>To manage the change control of the project gaining agreement for revisions to time, cost, quality or delivery specification with project sponsors and business system owners.</p> <p>To ensure that projects are transitioned in a managed way to operational teams.</p> <p>To complete final analysis of project closure with all Delt departments, the sponsor and or customer.</p> <p>To support and manage business benefits realisation as appropriate to the project delivery.</p> <p>To participate in and support the delivery of process improvements based on project delivery performance working alongside the PMO Manager and leads.</p> <p>To offer project management expertise and advice to other projects to ensure the smooth implementation of the entire portfolio.</p>

	<p>All projects must be developed in accordance with the sponsors priorities and in line with the broader Delt IT strategy and technical roadmap.</p> <p>All work must consider the need to engage specialist services, must be ethical and be legally compliant.</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>Good interpersonal skills, able to build and foster collaborative working relationships with internal and external stakeholders. (Essential)</p> <p>Good written and verbal communications skills. (Essential)</p> <p>Able to analyse and structure information to make evidence-based decisions. (Essential)</p> <p>Demonstrable planning and organisational skills with risk and issue management. (Essential)</p> <p>Able to develop and foster an environment for creative solutions to solve problems. (Essential)</p> <p>Able to work in environments where there are competing priorities. (Essential)</p> <p>Commitment to personal and professional development. (Essential)</p> <p>Demonstrable experience managing resources to ensure projects are delivered on time to quality and to budget. Being able to work in both face to face and remote managed environments. (Desirable)</p> <p>Demonstrable experience of managing projects, preferably IT projects, in a complex organisation – across multiple sites at pace. (Desirable)</p> <p>Demonstrable experience working in a professional IT environment using ITIL based assurance processes and customer management systems. (Desirable)</p> <p>Knowledge of business change and business benefits management techniques and experience. (Desirable)</p> <p>Knowledge of business change and business benefits management techniques and experience. (Desirable)</p> <p>Demonstrable experience in effective project transition. (Desirable)</p> <p>Experience of using MS Project / Project Online or a similar project management toolset. (Desirable)</p> <p>A relevant project management qualification (e.g., Prince 2, APM, PMI) (Desirable)</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>
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In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour.