**ROLE PROFILE**

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| **Job: ICT Project Manager** | **Reports to: Head of ICT Architecture, Strategy & Governance** | **Tier: 4N** |

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| **Job Purpose:**  To ensure successful delivery of all ICT projects and make sure good governance and methodology is adhered to throughout the project lifecycle. To support all members of the ICT team in delivering their business improvement and technical change programmes. Work with sponsors to ensure ICT meet the business demands and deliver projects to appropriate timescales, cost and quality. | **Key Competencies:**   * Flexibility and Resilience * Results Focus * Leadership * Developing others * Building relationships * Meeting customer needs * Innovation |
| **Key Responsibilities:**  1. Ensure all ICT and systems change projects follow good methodology and governance appropriately tailored to the scale and risks of each project.  2. Work closely with the ICT teams, and stakeholders, developing a close peer to peer collaborative relationship to ensure successful delivery of projects from inception to completion.  3. Assist in the development of business cases and Project Initiation Documents as necessary.  4. Lead ICT colleagues through the Project planning stages and produce plans & documentation appropriate to the size of the project.  5. Manage the day to day deliverables of the project ensuring the project progresses to achieve the key milestones, to enable the project to successfully achieve its objectives, success criteria, and resulting business benefits  6. Maintain project documentation throughout the lifecycle of the project including gantt charts, costing records, risk & issue registers.  7. Liaise with ICT management to ensure the ICT elements of projects are achievable, resourced correctly and reported on regularly.  8. Prepare and complete project summary reports & highlight reports for the ICT management team and sponsors with early warning indicators of potential issues.  9. Ensure Projects are closed down correctly, handed over to support fully and lessons learnt documentation completed.  10. Support the project sponsor with coordination and chairing of steering groups as necessary.  11. Manages reviews and checkpoints  12. Manages third party suppliers to ensure effective delivery  13. Develop and Maintain working relationships with stakeholders, sponsors and the wider business  14. Manage and develop Junior Project Manager  15. Maintain awareness of all change activities within or impacting on ICT | |

**Essential Desirable**

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| **Knowledge skills & experience** | * Solid project management experience in a dynamic business environment * Experience of full project lifecycle and able to demonstrate successful management of business and technical projects * Experience of budget management and control * Has a strong team ethos and desire to deliver * Comfortable at senior levels with excellent communication skills * Good stakeholder management and influencing skills * Strong planning, coordinating and organising skills * Qualified PRINCE2 practitioner or equivalent * At least Graduate level education or equivalent via experience * Significant experience of managing multiple ICT, system, and technical change projects concurrently, managing impacts on the business. * Proactive approach to continuous improvement, future focus & good project governance | * Capable of using a range of management styles dependent on circumstances * Able to lead an analytical approach with excellent problem solving skills * Able to inspire others to achieve goals through personal enthusiasm and commitment and by providing on the job support * Business Analysis skills * Change Management * Housing Sector knowledge |
| **Specific Role Accountabilities for People, Finance and Policy**( ie accountability for managing a team/ budgets etc) | Accountable for task management of the project team in a matrix environment.  Accountable for the management of the project budget.  Management and Development of Junior Project Manager. |  |
| **Key Relationships (internal/external)** | Broad engagement across the group at Heads of Service and Director level  Transformation Delivery Lead  Business Analyst  Business Managers and SMEs  Other Project Managers  ICT SMT |  |
| **Qualifications** | At least Graduate level education or equivalent via experience. | MBA |
| **Safeguarding of Children Young people and Vulnerable Adults**  Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty. | | |