

ROLE PROFILE

ICT Project Manager



RESPONSIBILITIES

- Ensure ICT projects, including small change, basic and standard projects, follow good methodology and governance appropriately tailored to the scale and risks of each project.
- Assist in the development of business cases and Project Initiation Documents as necessary. Contribute to the provision of a professional Project Management function to a high standard, as defined by the Project Management Framework ensuring all assigned projects follow the agreed methodology and governance appropriately tailored to the scale and risks of each project.
- Manage the day-to-day deliverables of projects ensuring they progress to achieve key milestones, to enable projects to successfully achieve their objectives, success criteria, and resulting business benefits. Create and maintain project documentation throughout the lifecycle of the project including Gantt charts, Project Cost records, Highlight Reports and RAID logs. Manage reviews and checkpoints and ensure Projects are closed down correctly, handed over fully and that service transition and lessons learnt documentation is completed.
- Work closely with colleagues and stakeholders, developing a close peer to peer collaborative relationships to ensure successful delivery of projects from inception to completion.
- Effectively manage resources brought together into project teams to deliver projects within agreed budgets timescales and performance targets.
- Support the project sponsor with coordination and chairing of steering groups as necessary.

Our values



- Supplier management to ensure strong relationships are established to facilitate delivery of products within time, cost and quality
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- ✓ Effective risk and issues management skills
- ✓ Excellent communication skills, confident working with colleagues at all levels
- ✓ Good stakeholder management and influencing skills
- ✓ Resilient, with the ability to constructively resolve issues
- ✓ Effective Project Management, monitoring and control skills
- ✓ Excellent project planning skills, working collaboratively utilising different approaches and strategies to ensure effective scheduling
- ✓ Ability to plan and facilitate workshops engendering contribution and ownership of solutions
- ✓ Excellent customer service skills with demonstrable strong customer focus throughout project delivery

ESSENTIAL REQUIREMENTS

- ✓ Experience of executing strong and effective project governance
- ✓ Experience of managing dependencies and links between projects in a complex environment
- ✓ Experience of budget management and control
- ✓ Prince 2 practitioner / APM (Association of Project Managers) or equivalent
- ✓ Excellent IT awareness, knowledge of IT and solutions best practice
- ✓ Experience of full project lifecycle and ability to demonstrate successful management of business and technical projects in a dynamic business environment
- ✓ Experience of motivating and managing staff within a matrix managed environment
- ✓ Some experience of delivering multiple projects concurrently in a complex environment/organisation

BENEFICIAL TO THE ROLE

- ✓ Housing Sector Knowledge & Experience
- ✓ Business Analysis Skills
- ✓ Excellent problem-solving skills
- ✓ Full UK Driving License & use of a vehicle
- ✓ Change Management Skills
- ✓ Experience of agile approaches to project delivery