

# Project Manager Business Change

## Grade

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## Contract Type

Home Worker 1

Chief Information Officer



Head of Business Change



Project Manager Business Change



No Direct Reports

## Department

Business Change &  
Transformation



Business Change

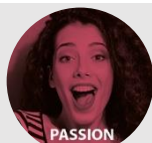
## Role Overview

Support the delivery of Your Housing Groups Business Plan and Strategic Objectives through the effective management and delivery of business-led change Programmes and Projects .

## RESPONSIBILITIES

- Shape the successful delivery of projects, simple and complex, ensuring good governance and methodology is adhered to throughout the project lifecycle whilst working to embed a culture of continuous improvement.
- Contribute to strategic business planning at portfolio level, undertaking project initiation and scoping and developing appropriate project management delivery approaches whilst leading the development of Business Cases and Project Initiation Documents as necessary.
- Ensure the provision of a professional Project Management function to a high standard, as defined by the Project Management Framework ensuring all projects follow the agreed methodology and governance appropriately tailored to the scale and risks of each project.
- Lead the delivery of projects ensuring they are comprehensively planned, realistic, efficiently resourced and deliver agreed benefits. Ensure that project activity is integrated and dependencies identified, understood and managed.
- 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.

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- 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.
- 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.

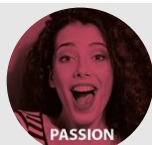
## STRENGTHS

- ✓ 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
- ✓ Ability to plan and facilitate workshops engendering contribution and ownership of solutions
- ✓ 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

- ✓ Knowledge of establishing and implementing strong and effective project governance
- ✓ Experience of business case development and options appraisal analysis
- ✓ 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, developing and managing staff, both within direct control and through matrix management
- ✓ Significant experience of delivering multiple projects concurrently in a complex environment/organisation

## Our values



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## 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

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