

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Lead Project Manager	Programme Manager – Asset & Transformation	Business Change & Transformation	Business Change	D

<p>Job Purpose:</p> <p>Expert in the agreed Project Management Framework and responsible shaping the delivery of complex projects, including the division of work to other resources, to ensure that all business change and transformation projects are delivered to the agreed timescales and to the approved budget or better and to the agreed quality and acceptance criteria, working to embed a culture of continuous improvement.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability
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Key Responsibilities:

1. Contribute to strategic business planning at portfolio level, undertaking project initiation and scoping and developing appropriate project management delivery approaches in response;
2. Ensure the provision of a professional Project Management function to a high standard, as defined by the target operating model and Project Management Framework.
3. 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.
4. Ensure project activity is integrated and dependencies identified, understood and managed.
5. Ensure the development and delivery of effective and fit for purpose project management methodology to enable effective business change.
6. Ensure effective stakeholder analysis, engagement and communication plans are in place as part of delivering change projects.
7. Contribute to the continuous improvement of Business Change and Programme Delivery using available data and service intelligence, contributing also to whole service improvement as part of the overall management team.
8. Effectively manage resources brought together into project teams to deliver projects within agreed budgets timescales and performance targets.
9. Ensure that the provision of the project management function is flexible to customer demand and that when new requirements are identified the service can respond quickly to meet the needs through the identification of new opportunities and the commissioning process
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Establishing strong and effective project governance Excellent IT awareness, knowledge of IT and solutions best practice 	<ul style="list-style-type: none">
Skills	<ul style="list-style-type: none"> Effective Project Management, monitoring and control skills Effective risk and issues management skills Supplier management to ensure strong relationships are established to facilitate delivery of products within time, cost and quality 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 Ability to handle conflict, demonstrating a positive and confident approach to resolve issues in a constructive way. Excellent communication and customer service skills with demonstrable strong customer focus throughout project delivery 	

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Business case development and options appraisal analysis • Experience of managing dependencies and links between projects in a complex environment • Experience of planning, monitoring and controlling projects effectively • Experience of motivating, developing and managing staff, both within direct control and through matrix management • Experience of undertaking financial control of project delivery • Substantial experience of delivering large projects in a complex environment/organisation; 	
Qualifications/Education	<ul style="list-style-type: none"> • Degree, professional qualification and / or equivalent level of experiential learning • Prince 2 practitioner / APM (Association of Project Managers) or equivalent 	

People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Colleagues at all levels within the Group

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.

Key Role Performance Indicators

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Date Role Profile Created/Updated:	April 2020
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