

Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*

Senior Project Manager

Band

A2

Number of posts

1

Directorate

Digital Portfolio

Contract type

Fixed Term

Duration if fixed term

18 months with the possibility of extension and/or permanency

Management responsibility

There may be management responsibility for Project Staff (e.g. Project Managers, Business Analysts, Support Officers) depending on the resourcing within the Project and Programme.

Reports to

Programme and Relationship Manager

Standard duties

To be added by recruiting manager

Purpose of role

The Senior Project Manager is a specialist role within the Digital Service, establishing, managing and continuously improving projects and project delivery within the Digital Portfolio.

They report to the relevant Programme or Portfolio Manager(s) and to the relevant project SRO/Executive(s).

They will manage complex or significant projects within Parliament's Digital Portfolio (which comprises all of Parliament's Digital projects and programmes) and – as such – these projects may range across the following: transformation of parliament's administration and information systems and the associated business change; transformation of Parliament's core technology, data and infrastructure.

They will work closely with many staff across Parliament and in the Digital Service and will normally manage a number of projects.

Key Accountabilities

Establishing a project

- Establishing a project including defining the outcomes, timescales, costs, quality, governance arrangements, resource requirements and the appropriate project approach.
- Working with the new Agile Digital PMO to establish lean, iterative, modular collaborative, matrix and user-centric planning and working practices within their project and project teams.

Managing a project

- Managing delivery of a project within Parliament's Digital Portfolio, including planning,

scheduling, providing appropriate assurance, managing interdependencies and allocated resources and transitioning into business as usual.

- Ensuring that projects are delivered to time, within budget and to the necessary quality, managing budgets within appropriate standards and controls.
- Ensuring delivery of maximum benefits, and minimal ongoing legacy of cost and complexity.
- Applying appropriate controls and monitoring, providing information on progress and deviations, seeking approval for any necessary changes from the relevant authorities.

Reporting and Engagement

- Reporting to the Project Executive/SRO, taking responsibility (on their behalf) for delivery and management of the Project, ensuring they are provided the information and support they need to make good and timely decisions and to deliver.
- Reporting to the relevant Programme or Portfolio Manager providing assurance on the delivery, benefits, effectiveness and efficiency within the project, and on its alignment with wider standards, activity and plans.
- Providing information also – as necessary - to key governance bodies (through or on behalf of the project SRO/Executive) on progress of project delivery and current risks and issues.
- Working with stakeholder groups to secure business support, leadership, resources and delivery of benefits.

Leadership and management

- Establishing and maintaining a supportive and stimulating working environment within the project that generates high capability, autonomy, collaboration, trust, high performance and efficient, effective delivery.
- Provide leadership to the project teams and staff working within the project.
- Direct the day to day activities of PMO staff working for and in this project area.
- Line management, coaching and mentoring of project managers, developing project managers and other project staff (TBC)

The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- Project, programme & portfolio teams
- Portfolio Capability Team (within the Digital PMO)
- Colleagues within and across the Digital Service
- Key stakeholders and their teams across Parliament
- Colleagues working throughout Parliament to deliver business and digital change

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- External Suppliers
- External partners and other public sector organisations

Person Specification

Standard skills and knowledge required

- Excellent written and verbal communication skills with the ability to present complex information clearly and effectively
- Strong interpersonal skills with proven ability to establish positive working relationships and influence and persuade at all levels
- Excellent planning and organisational skills and able to prioritise to meet deadlines and cope with fluctuations in workload
- Strong teambuilding and management skills with the ability to motivate, lead and develop a large team ensuring resources are organised appropriately and effectively
- Strong sense of customer service and demonstrates an understanding of the needs of customers, keeping them in mind when taking actions or making decisions
- Ability to deliver results within agreed timescales and to work within tight deadlines
- Experience of defining and reporting progress against targets, providing highlights as necessary and taking actions to resolve exceptions

Specific skills and knowledge required

To be added by the recruiting manager.

- Experience of successfully managing and delivering significant or complex projects.
- Adaptable and comfortable working in areas of significant ambiguity.
- A good understanding of the parliamentary business context, the strategic challenges ahead and the use of technology and information within Parliament.
- Good understanding of modern, agile project, programme and portfolio methodologies and experience in their use.
- Good understanding and experience of public sector procurement and working with third party suppliers.

Desirable

- Experience of any of the following:
- Technology implementations (in particular VOIP and telephony, Office 365, Infrastructure and network);
- Facilities management, catering system, HR/Finance implementations and upgrades.
- Records and document management implementations;
- Supporting data reuse and information management and implementing search technologies;
- Cyber Security considerations and technologies;
- Agile development methodologies (Kanban, Scrum etc)
- Audio and Video provision and online broadcasting.

Additional information regarding the post

Location

The post is located on the Parliamentary Estate.

Hours (Full-time)

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

Net conditioned full-time working hours for Digital Service staff are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **35 net** per week. The exact daily times of attendance will be agreed with line management.

- As of 1 May 2016, hours will increase to 36 net (there will be no effect on pay).

For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development). Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.