

ROLE PROFILE

Role Title:	Assistant Project Manager
Department:	Finance & Resources - IT
Role Purpose:	<p>Responsible for supporting the Project Managers on delivery of a portfolio of Projects and leading on the delivery of smaller change:</p> <ul style="list-style-type: none"> • Build and maintain effective working relationships with operational colleagues at all levels. • Support change through a variety of different approaches, from formal project to small business as usual change; tailoring the approach as appropriate. • Work closely with the project team to deliver the programme of work to agreed milestones.
Reporting to:	Project Manager
Responsible for:	N/A
Disclosure level:	Standard
Role Level:	<u>Frontline Worker</u>

Key Role Responsibilities	<p>Support the successful delivery of multiple projects across dedicated programmes of work in line with agreed project objectives.</p> <p>Deputise for Projects Managers as and when required.</p> <p>Work with internal customers to understand their initial high level needs, challenging perceived needs to identify true business drivers and requirements.</p> <p>Provide advice and guidance to colleagues requesting a change; iterating financial, governance, process, timescale, data privacy and information security considerations.</p> <p>Provide analysis support for non-technical projects and changes.</p> <p>Provide a structured approach to deliver smaller non-technical business change initiatives from end to end.</p> <p>Identify all stakeholders relating to a change request and ensure all are engaged with (using the most appropriate method) to gather relevant data to inform requirements.</p> <p>Support internal customers to develop initial change requests and production of business cases, including detailed cost benefit analysis.</p>
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	<p>Work with the Business Systems Analyst to create high level business cases, options appraisals and benefit analysis.</p> <p>Participate and assist with all stages of the Change and Project Management lifecycle.</p>
Education, Qualifications and Training	<p>Prince2 or Agile qualified.</p>
Knowledge and Experience	<p>Knowledge and experience of the full Project lifecycle.</p> <p>Excellent stakeholder engagement skills to include facilitation of requirements gathering.</p> <p>Competent in developing and maintaining sound working relationships with operational and IT colleagues.</p> <p>Ability to learn and understand business processes and quickly identify root cause of issues.</p> <p>Ability to analyse and interpret high volumes of data.</p> <p>Knowledge of project management techniques.</p> <p>Production of documentation, including but not limited to, business cases, cost benefit analysis and benefits realisation.</p> <p>Stakeholder engagement, including facilitation of group sessions/workshops.</p>
Role Specific Skills & Behaviours	<p>Ability to analyse complex situations and quickly distil pertinent facts into concise written reports.</p> <p>Analytical and logical approach.</p> <p>Excellent communication skills (written and oral) to a variety of stakeholders at all levels.</p> <p>Ability to facilitate group workshops.</p> <p>Excellent time management skills to deal with multiple work streams.</p> <p>Proactive approach to problem solving and identification of continuous improvement.</p> <p>Strong leadership to ensure momentum maintained through a change process.</p> <p>Ability to challenge stakeholders to identify true underlying requirements.</p> <p>Commercial awareness, and ability to provide discretion to any business issues that are not for general discussion.</p> <p>Excellent team working and collaboration.</p>

	<p>Flexible and pragmatic in approach.</p> <p>Ability to identify and adhere to organisation policies and procedures.</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>
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