

Role Profile

Role Title:	Head of Projects
Department:	Corporate Resources
Role Purpose:	<p>Lead the planning, development and delivery of the full portfolio of projects. Working with senior stakeholders to determine business priorities aligned to our corporate plan.</p> <p>Ensuring all projects deliver clear and tangible business outcomes and value for money.</p> <p>Ensure project governance is lean, simple and effective.</p>
Reporting to:	Executive Director of Corporate Resources
Responsible for:	PMO Management, Project Management team
Disclosure level:	N/A
Role Level:	<u>Operational Leader</u>

Key Role Responsibilities	<ul style="list-style-type: none"> • Work with Senior Stakeholders across the Executive and Functional Director Groups to define, propose and agree the project portfolio and plan. • Undertake resource and capacity planning to ensure proper synchronisation of the portfolio alongside business priorities. • Develop and agree operational plans for the delivery of projects. • Determine business benefits to be delivered through projects, ensuring they are fully realised and embedded for sustainability. Develop appropriate mechanisms to evaluate benefits realisation and report to stakeholders. • Deliver lean but effective project governance ensuring proper oversight of the program which is embedded in more efficient, transparent and accountable ways of working. • Ensure portfolio and project risks are identified, monitored and reported appropriately. Providing project assurance and transparency. • Oversee the full program budget (capital and revenue), working with the finance team to develop clear processes for planning, budgeting, monitoring, tracking and reporting financial performance and value for money.
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	<ul style="list-style-type: none"> • Lead, recruit and develop the teams to manage and deliver defined outcomes and business benefits, to agreed budget, time and quality standards. • Continuous improvement of project methodologies and approach; ensuring they are fit for purpose and reflect best practice within the context of our business. • Any other duties commensurate with the nature of this role.
Education, Qualifications & Training	<ul style="list-style-type: none"> • Degree educated in Business or Computer Science related discipline or equivalent experience. • PRINCE2 Project Management Accreditation.
Knowledge & Experience	<ul style="list-style-type: none"> • Substantial experience of leading a projects team within the context of a complex business. • Substantial experience of successfully delivering digital and business change projects on time, within budget and with clear business outcomes. • Proven experience of successfully leading and developing business change teams to support whole project lifecycle. • Proven senior stakeholder management skills. • Substantial experience of financial management, planning and monitoring of both revenue and capital budgets.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Delivery focused with a pragmatic approach. • Able to engage a range of audiences translating complex matters in an understandable manner. • Excellent prioritisation skills, thoroughness, accuracy and attention to detail. • Excellent communication and stakeholder management skills. • Focussed on delivering excellent customer service. • Ability to assess complex issues and to apply originality in modifying existing approaches to solve problems. • Confidence to constructively challenge existing work practices. • Demonstrable leadership, organisational and planning skills. • Ability to produce clear and concise documentation, management information and service improvement proposals.