

Role Profile

Role Title:	Project Manager
Department:	Projects
Role Purpose:	<p>The primary purpose of this role is to deliver a portfolio of high profile, corporate plan projects and change initiatives through the full project lifecycle from discovery to project close down, and ensuring they deliver what we set out to do by:</p> <ul style="list-style-type: none"> • Supporting the business when creating the vision and strategy for larger projects • Work with people across the business to clearly identify the scope of a project, producing robust and professional key project documentation in order to increase the successfulness of project delivery across the business • Project manage the procurement of new solutions ensuring they deliver the expected business outcomes • Complete a smooth transition from project to business as usual in order to achieve increased embedding and support of the change • Matrix manage a number of resources to ensure successful delivery of a project. • Building productive and collaborative relationships across the business and with external stakeholders and suppliers
Reporting to:	Head of Projects
Responsible for:	Matrix Management of multiple business resources
Checks:	Basic DBS & Social Media Check
Role Level:	<u>Frontline Manager</u>

Key Role Responsibilities	<ul style="list-style-type: none"> • Work with senior stakeholders to shape and understand the strategic drivers for projects within the portfolio in order to produce robust business cases; • Develop and form stakeholder relationships with the wider business to understand the business environment in which projects will be delivered within;
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- Work with stakeholders to elicit requirements and understand their needs for solutions, be capable of constructively challenging perceived needs in order to identify the true underlying business drivers and requirements.
- Project manage procurement exercises with multiple suppliers
- Work closely with IT colleagues, specialist functions and external stakeholders, building relationships to help facilitate successful change
- Accountable for the successful delivery of projects within the organisations portfolio, managing multiple projects simultaneously
- Effective delivery planning, managing multiple workstreams and robust risk management
- Take responsibility for project budgets, ensuring cost effective, value for money methods, resources and solutions are utilised.
- Ensure project budget is maintained with accurate actuals and forecasts and highlight potential overruns early and implement mitigation activities
- Ensure that all project documentation and products e.g. Project Initiation Documents, project plans, issue logs, risk registers, change requests and financial forecasts are drawn up and maintained to a high standard.
- Coordinate functional, user acceptance and performance testing of all solutions to demonstrate they are fit for purpose before implementation.
- Produce all mandatory project management documentation to outstanding quality and on time in line with the Midland Heart Delivery methodology, ensuring they are fit for Board level.
- Ensure resource estimates resulting from effective planning are captured and shared with PMO for successful resource management
- Work closely with the PMO to ensure all project reporting timescales are met, within the agreed governance structure, and the required level of quality and consistency is maintained across all projects
- Responsibility for the development of an Assistant Project Manager. Mentor others in the team.
- Provide pro-active input to and assist with the continuous improvement of Midland Heart's Delivery methodology.

	<ul style="list-style-type: none"> • Ensure that all projects are handed over to operations and support successfully by meeting all specified acceptance criteria. • Perform post project reviews and post implementation reviews analysing issues that occur and promote continuous improvement through lessons learned.
Education, Qualifications and Training	Prince2/Agile/APM Practitioner, or significant equivalent experience.
Knowledge and Experience	<ul style="list-style-type: none"> • An experienced Project Manager who has delivered multiple large and/or complex project through the full project lifecycle, both technical and business change, waterfall and agile. • Excellent interpersonal skills; to include, negotiation and influencing skills. • Experience of utilizing and applying appropriate change management techniques to help deliver and embed change within an organisation • Experience of producing key Project Management documents such as Outline/Full Business Cases, PIDs, Options Papers, PSRs, project plans, Communications plans etc (list not exhaustive) • Managing project budgets, undertaking cost benefit analysis and building benefits models and realisation plans. • Experience of managing risks, issues and effective mitigation, understanding of how to define and manage risks, issues and interdependencies within and between projects. • Detailed knowledge of project management techniques and flexibility to apply these to best suit the organisation. • Experience of procurement processes in a disciplined environment. • Developing sound working relationships with operational, specialist and IT colleagues • Experience of applying continuous improvement within a project management function
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Ability to balance the need to deliver projects within a fast-paced environment whilst ensuring that the team remain focused on project outcomes • Ability to clearly map a projects goal, objectives, outcomes and

	<p>benefits, ensuring project delivery focusses equally on the business outcome as well as deliverables</p> <ul style="list-style-type: none"> • Ability to manage, lead, motivate a project team, to provide guidance to team members and create effective team working whilst working towards a common goal or vision. • A self-starter, highly motivated individual with the skills to manage and lead multiple concurrent projects focusing on delivering results and meeting deadlines not to the detriment of achieving project outcomes. • Excellent communication skills including; written, oral and presentation skills to stakeholders at all levels • Ability to translate complex information to our stakeholders so they can fully understand cause and impact on projects • Ability to challenge and push back appropriately and professionally • Excellent time management skills and planning skills to multi task on complex overlapping activities. • Able to manage and organise project resources to deliver projects in line with their schedule. • Pragmatic outlook that understands the wider needs of the organisation. • Understanding of and commitment to the principles of equality and diversity. • Able to deal with pressure and demonstrate resiliency
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