

Job Description

Job title	Project Manager	Job family	Business Support Services - Projects
Reporting to	Senior Project Manager	Job code	
Location	Remote	Evaluation Date	

Job Purpose

As a member of the Projects Team reporting to the Senior Project Manager, you are responsible for the day-to-day management and delivery of a variety of projects covering but not limited to development, systems and business change.

The Project Manager's responsibility is to ensure that projects deliver the required products and benefits, to the required standards of quality and within the specified constraints of time and budget.

Responsibilities

- To have a working knowledge of effective project management methods, contributing to the current position and future strategy for project management within the group.
- Working with the Project Director, Programme Manager/Senior Project Manager, Suppliers, Central and Divisional teams to plan and develop the future strategic projects and programmes for the organisation in line with the group business plan. Supporting the development of business cases and plans to exploit current and future business opportunities.
- Responsible for the delivery of projects efficiently, within budget and planned timescales, managing the risk and resourcing of the projects and working with senior teams and steering groups to prioritise effectively during the lifecycle of the projects/programmes.
- Identify, manage business and project risks and change, including the development of mitigation and contingency plans across the projects.
- Working in conjunction with the project team and Programme Manager/Senior Project Manager to prepare and present project reporting such as highlight reports and update reports, etc. within the Project Team and at a project level.
- Responsible for the process mapping of current and to be states within projects and working with senior teams and steering groups to agree this and deliver the new signed off process.
- Excellent verbal and written communication skills as well as excellent negotiation and relationship building skills.

Knowledge / Education / Skills

- Educated to degree level (desirable) with expert specialist knowledge of leading and implementing projects of change.
- Prince2 Practitioner or similar qualification.

Experience

- Experience of delivering multiple, complex projects simultaneously.
- Knowledge and understanding of a range of project methodologies and some experience of applying them appropriately in different contexts (e.g. PRINCE 2, AGILE).

Communication

A major part of the role, the role holder will regularly be dealing with demanding and difficult situations, with a wide range of both internal and external stakeholders, requiring highly developed and well-practiced communication and interpersonal skills

Responsibility

Leadership

Leadership of project teams, no direct line management

Budgets & Equipment

Delegated responsibility for managing capital and operating budgets for the projects being managed with the support of the Programme Manager.

Information

Shared responsibility for the confidentiality, security and accuracy of patient records, data and information.

Working Environment

Generally working remotely, with travel across the UK.

Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member

Being a Family	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector