

## Job Description and Person Specification Project Manager

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### Job Description

<b>Directorate</b> Strategy and Change	<b>Grade</b> M1
<b>Service</b> Programme Management Office	<b>Job evaluation number</b> A3496
<b>Reports to</b> Programme Manager	<b>Responsible for</b> N/A

### Job purpose and role

- Responsible for working with colleagues to deliver Beyond Housing’s strategic and business integration projects. The Project Manager will manage cross functional project teams through their ownership and management of specific strategic programmes and projects and will also support colleagues across the business to deliver their strategic projects. The Project Manager is a key driver of change within the business and will be responsible for providing advice and support to colleagues to embed the necessary project management disciplines to ensure that strategic projects achieve the desired benefits for stakeholders and the business within the required timescales and budget.
- We all uphold and promote the following values through our everyday conduct. Below are our values – our way of life.
  - Considerate
  - Collaborative
  - Ambitious
  - Accountable

### Main duties and key result areas

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- Work with the Programme Manager to plan, define and agree project briefs; benefits; roles and responsibilities; initiation documentation; stage and checkpoint reports and project plans.
- Manage the achievement of the required benefits and outcomes of strategic projects taking responsibility for overall progress and use of resources and undertaking corrective action where necessary.
- Lead and motivate project teams, agreeing and co-ordinating activities (sometimes via matrix management) and coaching colleagues and stakeholders to develop project plans, sequence events and identify and use resources (including budget, people and costs).
- Lead the development and maintenance of strategic programme and project plans.
- Analyse risks associated with strategic projects and where necessary manage those risks and issues on a day to day basis or in partnership with identified project leads and managers.
- Monitor and report progress with strategic programme and projects to the Programme Manager, by working with the Programme Analyst to maintain records of issues, risks, lessons and co-ordinate and provide regular update reports to support reporting to Programme Steering Group.
- Lead the close down of programmes and projects, working with colleagues to recommend any follow up actions, programmes or projects to the Programme Manager and the Director of Strategy and Change.
- Where appropriate ensure programme/project outcomes, benefits and deliverables are integrated throughout the business by engaging business functions and ensuring effective hand over to service teams.
- Work with the Programme Analyst to prepare reports including programme/project summaries and updates and packs for Programme Steering Group and other stakeholder groups.
- Work with the Programme Manager and Programme Analyst to lead programme/project meetings, ensure packs are prepared in advance of meetings, appropriate notes are made and actions to facilitate closure are followed up.
- Work with the project accountant and project managers to ensure project costs are tracked, understood and project resources are properly managed.
- Support cross functional project teams with ad hoc requirements and where necessary, support colleagues with the management of smaller non-strategic programmes and projects to embed project management disciplines and support change across the business.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

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### ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Undertake their duties with due regard to safeguarding our customers
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Version No	Revision Date	Reason for Revision
1		New role

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### Person specification

Attribute	Detail	Essential or desirable
<b>Skills and abilities</b>	Strong project management skills	E
	Skilled in the ability to coach and engage others in developing and successfully delivering projects	E
	Strong organisation skills including planning and preparing for programme and project meetings and events	E
<b>Knowledge and experience</b>	Strong track record of leading and managing projects that deliver large-scale change	E
	Demonstrable experience of co-ordinating projects in challenging and changing environments	E
	Experience in using project planning technologies such as Microsoft project; SharePoint; Visio; or Project in a Box	D
	Experience of implementing business transformation approaches and tools	E
	Experience of working with systems and data to report progress, risks and budget performance and inform communications approaches	D
	Experience of developing and implementing communications approaches across large and complex programmes and projects	E
	Experience of creating and providing presentations to a varied group of internal and external stakeholders	E
	Knowledge and experience of the social housing sector	D
<b>Qualifications</b>	Recognised professional qualification in the field of programme and project management (Prince 2)	E
	Evidence of continued professional development	D
<b>Personal attributes</b>	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E