

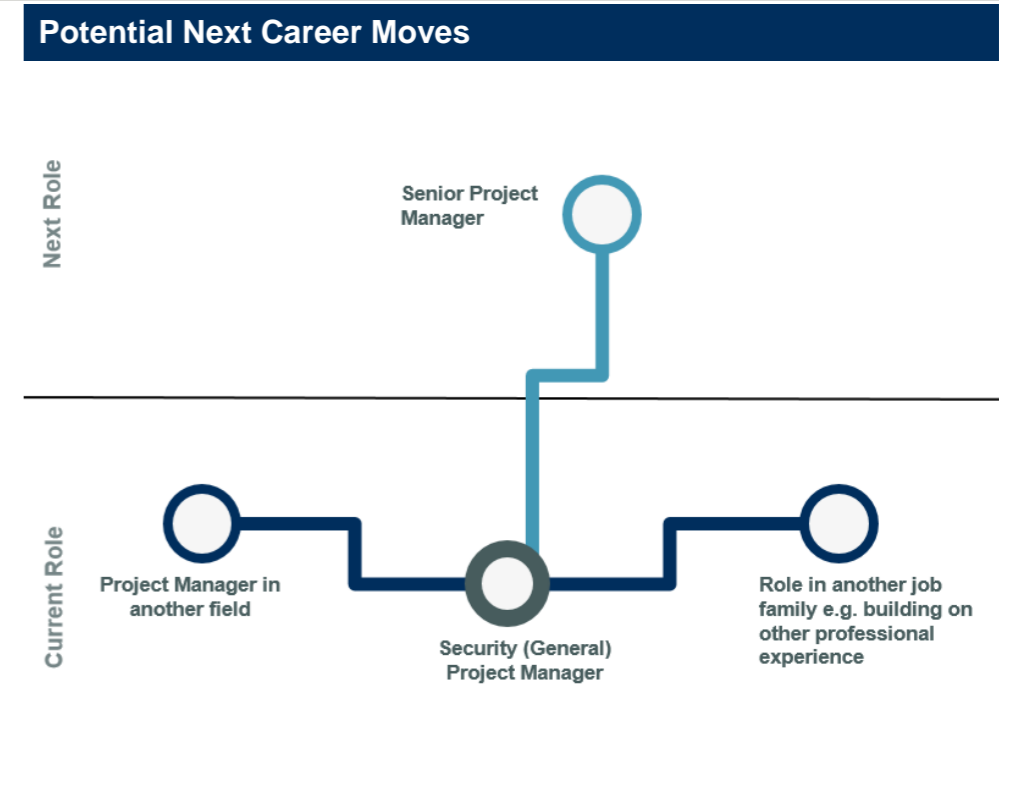


Role Title	Security (General) Project Manager				
Job Family	Project Management	Sub Category	Project Management	Grade	C5
Behaviours	• Making Effective Decisions	• Working Together	• Delivering at Pace		
Purpose	Deliver medium to large construction projects in accordance with SLAs, programme/project plans and customer requirements.				

Key Accountabilities		
<ul style="list-style-type: none"> Manage multi-functional teams within a project, developing and coaching staff in project management principles and techniques Schedule major work packages, establish the supply chain for the project and add to the pipeline forecasting work to ensure adequate resource planning and the optimum use of FCDO Services resources Monitor and record financial and other resources within the project to stay within budget and to provide updates to the Project Board in accordance with the governance arrangements Set the project cost and resources baseline and ensure that all required data entries are complete and accurate to conduct effective analysis 	<ul style="list-style-type: none"> Deliver the project business case and requirements to time, budget and quality, working within the FCDO Services governance model and ensure all projects are delivered in line with the wider governance framework Perform internal and external stakeholder mapping, communications strategy and communications planning work to identify and understand stakeholder requirements, interests and influences and to manage their expectations 	<ul style="list-style-type: none"> Embed rigorous project risk and change management processes and procedures, escalating issues where appropriate

Authority and Scope
<ul style="list-style-type: none"> Financial planning and management of projects circa £2-5M to ensure delivery within the agreed cost forecasts Deliver projects to time, quality and cost, in compliance with internal processes, policies and all Health and safety requirements

Internal and External Communications
<ul style="list-style-type: none"> Financial planning and management of projects circa £2-5M to ensure delivery within the agreed cost forecasts Deliver projects to time, quality and cost, in compliance with internal processes, policies and all Health and safety requirements



Skills
<ul style="list-style-type: none"> Resource Management Stakeholder management Contract management Cost Management Coordination and consolidation of project plans Deployment of resources Risk Management

Qualifications, Knowledge and Experience
Essential
<ul style="list-style-type: none"> Prince 2 Practitioner, APMP, ISEB Certificate in Project Management or equivalent Applied project management methodologies in project design, development and implementation Experience of perimeter and Protective security and of security systems such as CCTV, automated access systems and alarm systems MS Project or equivalent project planning tool

Desirable
<ul style="list-style-type: none"> Knowledge or experience in Project Management products such as M_o_R® and M_o_V® Knowledge of analysis techniques, business and/or systems, and its application in a project environment Benefits management and the responsibilities from a supply perspective OGC Gateway reviews



Additional Requirements

Purpose:

Deliver medium scale and complexity projects to time, quality and cost in accordance with programme/project plans and customer requirements.

Key Accountabilities:

- Manage multi-functional teams within a project, developing and coaching junior staff and peers in project management principles and techniques
- Schedule work packages and milestones for effective project delivery
- Establish the supply chain for the project and add to the pipeline forecasting work to ensure adequate resource planning and the optimum use of FCDO Services resources
- Monitor and record financial and other resources within the project to stay within budget and to provide updates to the Project Board in accordance with the governance arrangements

Authority and Scope:

- Financial planning and management of projects circa £2-5M to ensure delivery within the agreed cost forecasts and to agreed revenue targets
- Deliver projects to time, quality and cost, in compliance with internal processes, policies and all Health and safety requirements
- Continual management (identification, assessment, control and mitigation planning) to minimise any negative impact from project risk
- Planning, engagement, tasking and cost effective utilisation of resources to ensure project performance against agreed targets and cost effective delivery
- Effective and documented application of robust Change Management processes and procedures within projects
- Proactive engagement of specialist expertise to ensure timely and innovative solution development.
- Compliance with FCDO Services standards, processes and procedures including relating to project level forecasting, variation control and management

Internal and External Communications:

- Project Board to agree plans, report progress, authorise changes and manage risks
- Other teams to manage their contribution according to the agreed project plan
- External Contractors/Consultants to agree costs and review progress of work
- Provide accurate and consistent project reporting to project stakeholders to communicate progress and any changes to the plan

Qualifications, Knowledge and Experience

Essential

- Prince 2 Practitioner, APM PMQ, ISEB Certificate in Project Management or equivalent
- Applied project management methodologies in project design, development and implementation
- Experience of delivering a complex range of projects relating to perimeter and protective security including CCTV, automated access systems and alarm systems in a secure environment
- Understanding of relevant Health & Safety standards and procedures including Construction Design Management (CDM) 2015
- MS Project or equivalent project planning tool experience

Desirable

- Knowledge or experience in Project Management products such as M_o_R® and M_o_V®
- Knowledge of analysis techniques, business and/or systems, and their application in a project environment
- Experience of delivering projects in diverse geographical locations
- Understanding of FCDO Services financial and commercial processes;
- Understanding of the operation of the FCDO Estate