



<b>Role Title</b>	Project Manager				
<b>Job Family</b>	Project Management	<b>Sub Category</b>	Project Management	<b>Grade</b>	C4
<b>Behaviours</b>	• Making Effective Decisions	• Working Together	• Delivering at Pace		
<b>Purpose</b>	Deliver small to medium projects in accordance with SLAs, programme/project plans and customer requirements.				

### Key Accountabilities

- 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
- Deliver 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
- Embed rigorous project risk and change management processes and procedures, escalating issues where appropriate

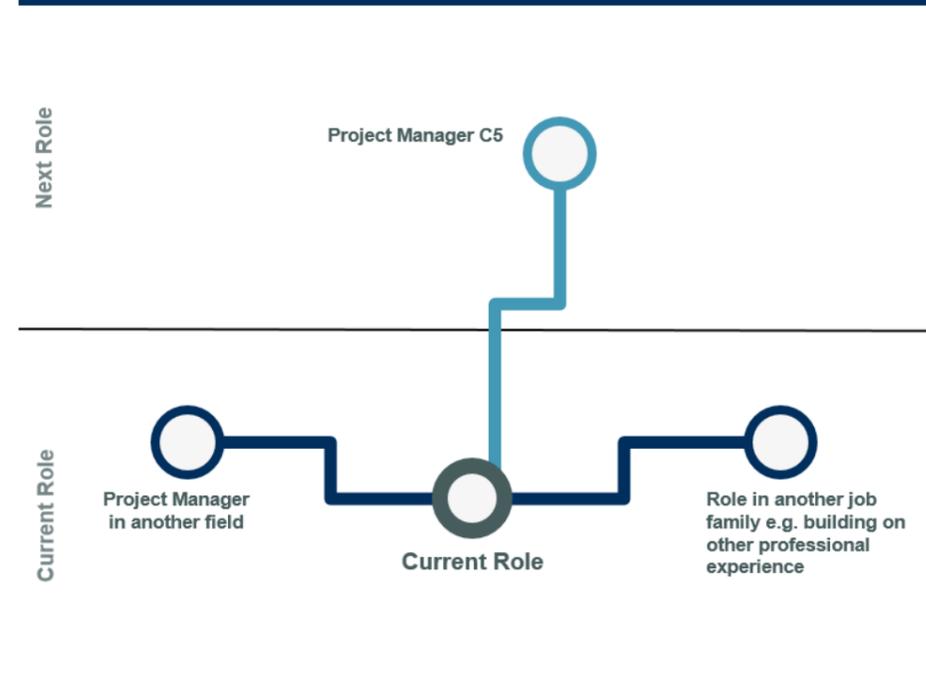
### Authority and Scope

- Financial planning and management of multi-million pound projects circa £50K - £2M 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
- This is a role for a developing/ newly appointed Project Manager

### 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
- Project stakeholders to communicate progress and any changes to the plan

### Potential Next Career Moves



### Skills

- Resource Management
- Stakeholder management
- Contract management
- Cost Management
- Coordinate and consolidate project plans
- Deployment of resources
- Risk Management
- MS Project or equivalent project planning tool

### Qualifications, Knowledge and Experience

- Essential**
- Prince 2 Practitioner, APMP, ISEB Certificate in Project Management or equivalent (or ability to obtain within six months of taking on the role)
  - Delivered range of complex projects with demonstrable experience of project management methodologies and their application
  - Understanding and experience of the installation of IT systems, and deployment of security systems and of cabling types and standards
  - Understanding of relevant Health & Safety standards and procedures

### 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 its application in a project environment
- Benefits management and the responsibilities from a supply perspective