


Role Title	Principal Project Manager (INP)				 <b>FCDO Services</b>		
Job Family	Project Management	Sub Category	Project Management	Grade			D7
<ul style="list-style-type: none"><li>Behaviours</li></ul>	<ul style="list-style-type: none"><li>Leadership Charter</li></ul>	<ul style="list-style-type: none"><li>Developing Self &amp; Others</li></ul>	<ul style="list-style-type: none"><li>Commercial Awareness</li></ul>	<ul style="list-style-type: none"><li>Making Effective Decisions</li></ul>			
<ul style="list-style-type: none"><li>Purpose</li></ul>	Accountable for the delivery of all Engineering and Operations (E&O) International Non Platform (INP) projects, including MS Pol data quality and lifecycle cost management.						
<ul style="list-style-type: none"><li>Key Accountabilities</li></ul> <div><ul style="list-style-type: none"><li>The delivery of the gross margin as agreed at project award across all INP projects</li><li>All INP project start gates</li><li>All INP project design &amp; detailed design phases</li><li>All INP project delivery and quality</li><li>All INP project acceptance into service/ handover</li><li>All INP project defects &amp; defect management/close out</li><li>All INP project change management</li><li>All INP project finances</li><li>The delivery of all INP projects to cost, time and quality.</li><li>Leading Health and safety on all E&amp;O INP Projects</li></ul></div> <div><ul style="list-style-type: none"><li>Resolving issues with customer and account managers on changes to customer requirements, proposals and contract variations (including re-costing and re-programming)</li><li>All contract conflict resolution within their pillar to ensure successful delivery of their projects.</li><li>Meeting the staff utilisation targets for all projects within their remit, for the purpose of cost management and revenue maximisation.</li><li>Capture, communication and mitigation of project delivery risk and relevant escalation.</li></ul></div> <div><ul style="list-style-type: none"><li>Resolving conflicts raised within commercial agreements at delivery and handover stage.</li></ul></div>							
Authority and Scope		Internal and External Communications			Potential Next Career Moves		
<ul style="list-style-type: none"><li>Line management of Senior Project Managers, Project manager and Project Support Staff circa 25 staff</li><li>Delivery of programmes of work typical value of £10-£30M;</li><li>Authorisation of Purchase Orders up to £75k per transaction;</li><li>Delivery of Ministerial Targets</li><li>Ensure all policies and processes, including time and expenses, are followed and delivered on time</li><li>Full compliance with all financial process and reporting</li><li>Managing team LEAPS</li><li>Monthly financial and project progress reporting.</li><li>Support the project management department on decisions on project selection criteria, assessing new projects and ensuring they are allocated to the correct delivery pillar.</li><li>Review/sign off all proposed project changes within their remit</li><li>Communicate workload and resource capacity to Head of Project Management and Head of Programme delivery to enable future planning of new and live works.</li></ul>		<p>External:</p> <ul style="list-style-type: none"><li>Contact with customers liaising on project delivery timelines</li></ul> <p>Internal:</p> <ul style="list-style-type: none"><li>Frequent contact with Senior Management in E&amp;O and others to ensure strong corporate performance in all compliance matters.</li><li>Attendance at operational boards</li><li>Frequent contact with Finance Business Partners in Business Services, communicating accurate financial information.</li><li>Engaging FCDO Services Subject Matter Experts to understand interactions between functions and programmes of work, and to incorporate forthcoming changes into planning;</li><li>Procurement team engage and manage third party suppliers</li><li>Active communication and support with Programme Coordinators on requirement gathering, project timelines and readiness.</li><li>Communicate success and provide case studies to Engineering &amp; Operations and wider organisation</li></ul>			<p>Head of Project Management D7</p> <p>Head of Programme Delivery D7</p>		
Skills		Qualifications, Knowledge and Experience					
<ul style="list-style-type: none"><li>Extensive project management experience</li><li>Leading large teams</li><li>Resource Management;</li><li>Stakeholder management;</li><li>Contract management;</li><li>Cost Management;</li><li>Coordination and consolidation of project plans;</li><li>Deployment of resources;</li><li>Risk Management;</li><li>Capacity Planning;</li><li>MS Project</li></ul>		<p>Essential</p> <ul style="list-style-type: none"><li>Extensive experience of delivering medium to large complexity Estates and security projects in a secure environment;</li><li>Prince 2 Practitioner, APMP, ISEB Certificate in Project Management or equivalent; NEC4, GC Works and FIDIC</li><li>Applied project management methodologies in the design, development and implementation of multidisciplinary projects in Construction and Security.</li><li>Led teams and managed people;</li><li>Operational Health and Safety experience</li><li></li></ul>			<p>Essential</p> <ul style="list-style-type: none"><li>Experience of working and delivering projects overseas</li><li>Monthly financial and project progress reporting.</li><li>Recent relevant experience of resource management, development and allocation processes;</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>Experience in procuring construction projects;</li><li>Understanding of FCDO Services financial and commercial processes;</li><li>Understanding of the operation of the FCDO Estate;</li></ul>		

# Additional Requirements

## Responsible for

- Active project change management and governance
- Weekly completion of all project related timesheets
- Supporting requirement gathering activities
- Resource management of team
- Management of the gross margin and cost
- Managing Business Plan Delivery
- Managing Business Continuity
- Managing Audit Delivery
- Managing Risk Plans
- Manage Client Project Delivery Plan
- Manage continuous improvement
- Manage Information assets
- Comply with H&S management system
- Comply with security standards (cyber, physical, personnel, data)
- Comply with quality & assurance management
- Manage resource availability for sales opportunities
- Weekly updates of all project data in MSPOL for INP projects
- The review and acceptance of contracts during bid and final negation stage
- The delivery of all projects within their remit in line with agreed contracts
- Resolving issues blocking/delaying project delivery, work with Design, Engineering, Security Systems and Business Management to ensure issues are resolved, liaise with different departments to unblock design and installation elements when they stall or are delayed.
- Providing reports and guidance to Business Services SLT on overall costs and project finances
- Using own expertise and experience to advise the customer on the best solution for project related issues/decisions
- Advising Procurement on project requirements and supplier performance
- Advising Customer Relationships on contractual inconsistencies and errors
- Advising Customer Relationships on outturn cost of working with client and potential price revisions for future works
- Advising Business Manager on competency and experience of staff on projects
- Advising Head of Programme of project delays via project management system (MSPOL)

## Impact

- Large organisational impact, the organisation cannot successfully deliver projects without the role of the Principal Project Manager to set standards and review the timeliness, quality and costs of all projects within their pillar.
- Reaches across all areas of Engineering & Operations as well as supporting Customer Relationships and Regional/UK Service Delivery.
- Decisions made by the Head of Project management have long term impacts.