

Role Title	(Construction) Senior Project Manager				
Job Family	Project Management	Sub Category	Project Management	Grade	TPB6
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions Managing a Quality Service Commercial Awareness 				
Purpose	Deliver large, complex projects in accordance with SLAs, programme/project plans and customer requirements.				



FCDO Services

Key Accountabilities

- Manage multi-functional teams within a project or projects, developing and coaching staff in project management principles and techniques. Appraise the performance of Project Management team members and create the environment and drive to allow the team to identify and implement efficiency initiatives and innovations which will reduce the cost of delivery of projects;
- Deliver the project business case and requirements to time, budget and quality, working within the FCDO Services governance model and ensuring all projects are delivered in line with the wider governance framework;
- 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;
- Identify opportunities to develop repeat and additional business from existing customers as well as new business, working closely with the Head and Deputy Head of PCS to achieve target revenue levels;
- Develop successful customer and stakeholder relationships, evidenced by customer feedback and achievement of project KPIs, to assist in the smooth running of projects;
- Embed rigorous project risk and change management processes and procedures, escalating issues where appropriate

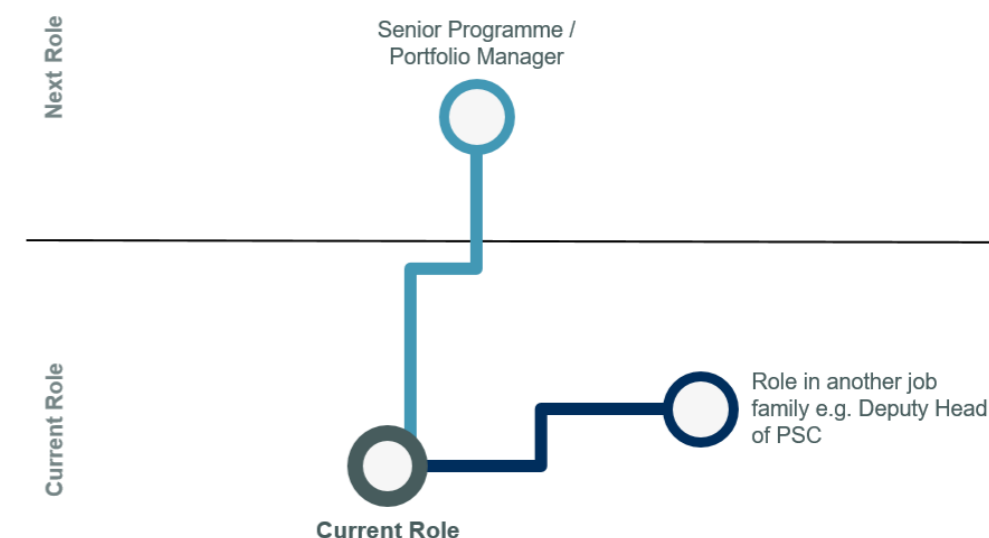
Authority and Scope

- Financial planning and management of projects circa £15M 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;
- Ensure all policies and processes, including time and expenses, are followed

Internal and External Communications

- Project Board to agree plans, report progress, authorise changes and manage risks;
- Other PSC teams to manage their contribution according to the agreed project plan;
- Building Contractors 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;
- Coordination and consolidation of project plans;
- Deployment of resources;
- Risk Management;

Qualifications, Knowledge and Experience

Essential

- Prince 2 Practitioner, APMP, ISEB Certificate in Project Management or equivalent;
- Applied project management methodologies in the design, development and implementation of multidisciplinary projects in Construction;
- Deployed medium to large complexity Estates and security/IT projects in a secure environment;
- Lead teams and manage people;
- Health and Safety knowledge and experience in construction;
- MS Project or equivalent project planning tool

Desirable

- Experience of resource management, development and allocation processes during the last 5 years;
- Experience in using NEC3, GC works, and FIDIC contracts and documentation in procuring construction projects;
- Understanding of FCDO Services financial and commercial processes;
- Understanding of the operation of the FCDO Estate;
- Experience of working overseas