

Role Title	Senior Project Manager (General)				
Job Family	Project Management	Sub Category	Project Management	Grade	D6
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions Managing a Quality Service Commercial Awareness 				
Purpose	Deliver large, complex projects in accordance with 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.
- Manage Project teams 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;
- Manage project deliverables 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 and milestones for effective 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;
- Identify opportunities to develop repeat and additional business from existing customers as well as new business.
- 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 and resolving escalated issues where appropriate
- Monitor, record and profile financial and other resources within the project to stay within budget and achieve target financial margins

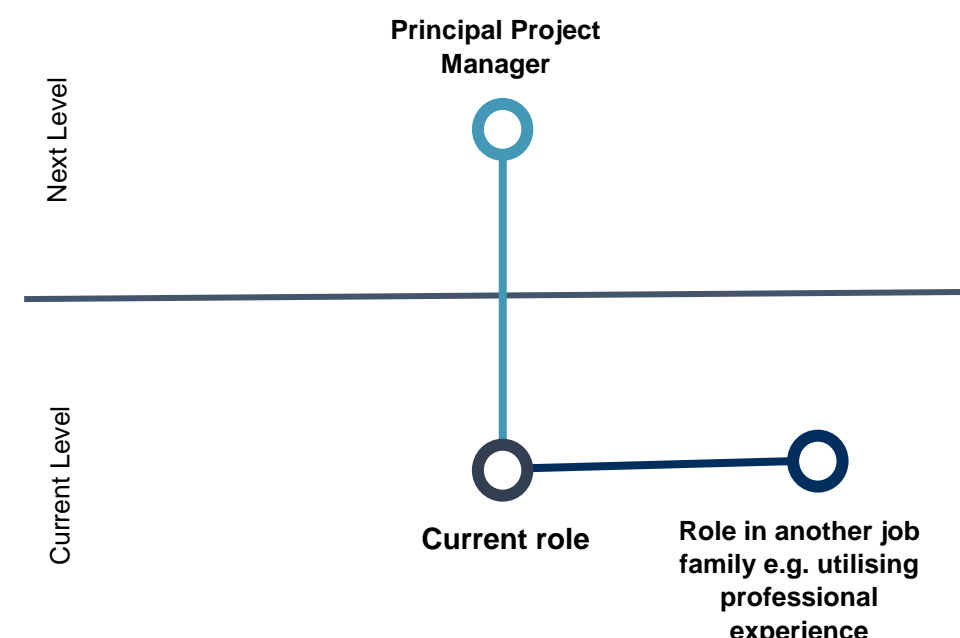
Authority and Scope

- Financial planning and management of projects up to circa £20M 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 recording and expenses, are followed
- 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;
- Project stakeholders to communicate progress and any changes to the plan

Potential Next Career Moves



Skills

- Resource Management;
- Stakeholder management;
- Cost Management;
- Coordinate and consolidate project plans;
- Deployment of resources;
- Risk Management;
- Specialist software systems and tools
- Planning and organising
- Governance
- Project Management
- Task Management

Qualifications, Knowledge and Experience

Essential

- Prince 2 Practitioner, APM PMQ, ISEB Certificate in Project Management or equivalent and Member of professional body (APM or equivalent)
- Applied project management methodologies in the design, development and implementation of multidisciplinary projects in one of Construction, Security or IT Infrastructure;
- Deployed large complexity projects in a secure environment;
- Led teams and managed people;
- Experience of relevant health and safety standards and procedures including Construction Design Management 2015

Desirable

- Experience of resource management, development and allocation processes during the last 5 years;
- Experience in using NEC3/4, 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