Project Manager

Department:	Chief Operating Office
Division:	Modernisation and Digital
Reports to:	Delivery Manager
JE Ref:	COO645
Grade:	CS10 **JE Date:** 21/04/2020

Job purpose

The Project Manager is responsible for the delivery of projects, using defined best practice project management methodologies to deliver the projects within the time, cost and expected quality. The post holder will use their PM knowledge and skills to ensure a successful delivery whilst also keeping track of the timeline and resources, and managing expectations from the team and stakeholders.
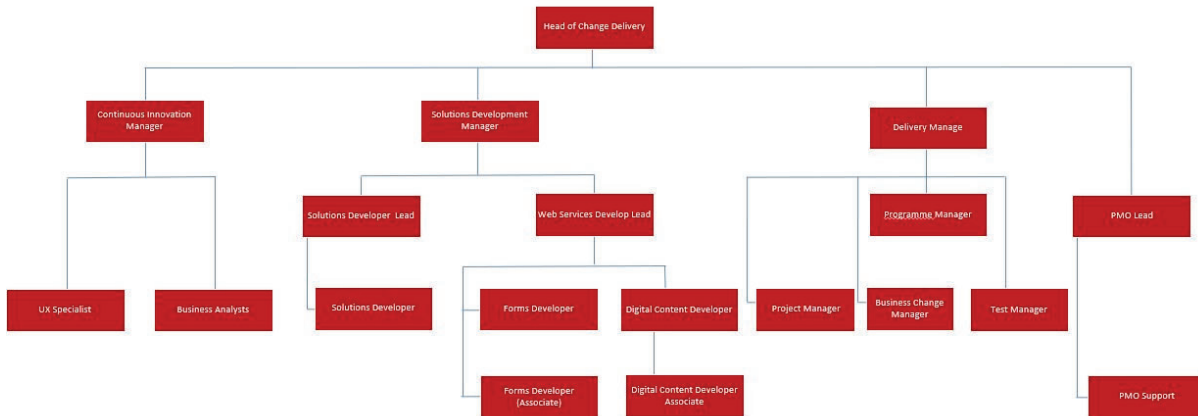
Job specific outcomes

- Manage day-to-day planning activities and delivery of IT projects across the Government of Jersey

- Responsible for timeline estimations, whilst identifying, measuring and documenting risks to ensure mitigation strategies are put in place in a timely manner.

- Responsible for drawing up project plans to support the delivery of the various IT projects being undertaken to ensure delivery takes place within agreed budget and timescales.

- Responsible for maintaining project plans by updating and tracking progress against the baseline to manage the timely delivery of the projects

- Direct and motivate the project team as appropriate by overseeing the project to ensure goals are met within required timelines to enable the successful implementation of a project / programme.

- Manage expectations for the delivery of the project and ensuring any deadline or timeline issues are escalated early as possible senior management to enable appropriate corrective action to be taken.

- Ensure project metrics and performance are reported on as per agreed project management methods within the organisation to ensure consistency in delivery across the Government of Jersey

- Accountable for identifying where existing administrative policies and working practices will need to change in order to maximise the benefit of these new digital Information Systems

- Lead departmental teams to introduce changes to their working practices in order to take full advantage of the procurement and implementation of new Digital Information Systems and technology.

- Responsible for designing quality audits and monitoring mechanisms, reflecting the different stages of product implementation, to ensure that suppliers deliver to project specification (time and quality) and that the organisation is utilising the functionality to its full potential

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications *Please state the level of education and professional qualifications and / or specific occupational training required.*	Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience Holds or is working towards a recognised project management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.)	
Knowledge *This relates to the level and breadth of practical knowledge **required** to do the job (e.g. the understanding of a defined system, practice, method or procedure).*	Extensive knowledge of project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches. Knowledge in projects with sizeable elements of organisational change/experience of dealing with highly complex/sensitive issues Confidence in providing advice and constructive challenge at senior level Sound experience and understanding of risk management and strategic importance of risk identification and clarification Considerable experience in stakeholder management and engagement	
Technical / Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.*	Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, and	

		resource budgets, and are signed off Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project	
General Skills/Attributes *This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.*	Excellent interpersonal skills & communication skills and ability to communicate well within and across various teams Ability to build and manage effective stakeholder relationships Good organisational skills Good organisational skills with excellent time management, especially working under pressure Working at a senior level in specialist area	
Experience *This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).*	*Project Management experience within a similar organisation of similar size Takes a key leadership role in the overall benefits realisation process, and be responsible for the benefits realisation process for implementation of key Information System/module deployments, this will ensure that GoJ maximises the benefits from its investments and will also ensure further identification and delivery of benefits that were not previously identified.*	
Criteria relating to Safeguarding *Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.*		