

# Senior Project Manager

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**Department:** Children, Young People, Education and Skills

**Division:** Office

**Reports to:** Head of Programme

**JE Reference:** CYP1064

**Grade:** CS11

**JE Date:** 17/2/2022

## Job purpose

The Senior Project Manager is responsible for the implementation of a portfolio of projects which will comprise a significant programme of strategic and business changes aligned to the Department's strategy and to the OneGov strategy. The post holder reports to the Head of Programme and has accountability for more complex and larger scale projects, with overall responsibility for ensuring that all projects have the correct levels of governance and controls and are delivered to defined best practice methodologies.

## Job specific outcomes

- Manage, plan and control a portfolio of complex projects, to achieve successful implementation against agreed business objectives and outcomes for a complex technical environment.
- Lead strategic projects delivering major change across CYPES to improve the efficiency, quality and service provision children, young people and their families.
- Contribute to the project tender process, proposal evaluation and contractual agreements including defining technical system specifications, acceptance testing and training.
- Monitor agreements with suppliers to ensure quality of performance against deliverables and manage and deliver each project in accordance with defined best practice methodologies to minimise risk and ensure best practice standards are achieved.
- Contribute to the development and implementation of change management strategy and develop an on-going programme of incremental improvements and innovations to maximise the business benefits of improved infrastructure across CYPES.
- Accountable for reporting on project metrics and performance as per agreed project management methods within the organisation to ensure consistency in delivery across the Government of Jersey.
- Manage expectations for delivery on a portfolio of complex projects by providing forecasts and actual data, escalating issues and recommending timely corrective action to the project Boards and wider stakeholders.
- Accountable for delegated project budgets (up to £10M) with significant reputational risk to GoJ, to ensure that spend is effectively controlled and monitored.

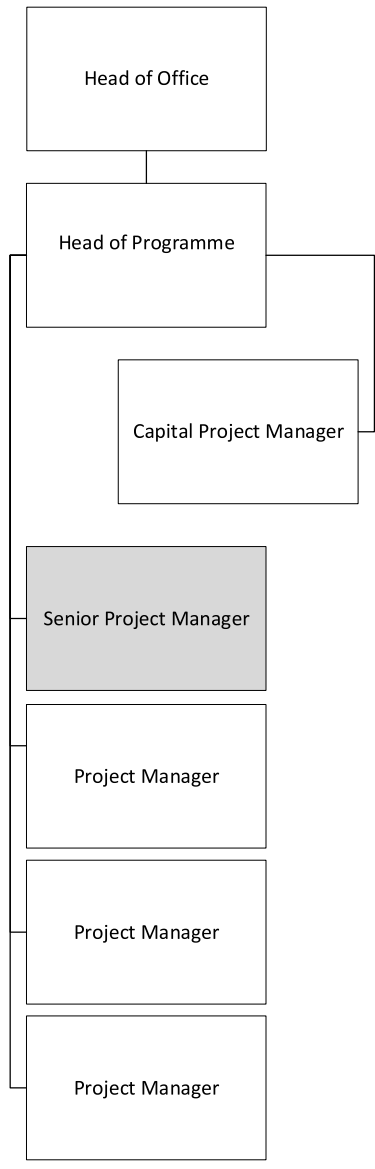
- Undertake post-implementation reviews for each project to determine if projected business benefits have been realised in line with the business strategy and make recommendations to ensure effective future delivery of change delivery projects.
- Provide project management SME expertise, working collaboratively across functions to align to transformational change programmes and develop the professional reputation and capability of the project teams working across CYPES and other GoJ departments.

**Statutory responsibilities**

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

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly support someone who is standing for election or playing a public part in any political manner.

**Organisation chart**



# Person Specification

## Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	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 (Masters' level) Holds a recognised project or programme management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.)	Evidence of continuing professional development.
<b>Knowledge</b>	Knowledge of project/programme management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.	
<b>Technical / Work-based Skills</b>	Skilled in control procedure and ensures that the project/programme deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off. Advanced working knowledge and proficiency in all Microsoft Office packages (e.g. word processing, spreadsheets, e-mail and internet use)	
<b>General Skills/Attributes</b>	Excellent interpersonal skills.  Ability to build and manage effective stakeholder relationships.  Negotiate with partners for the supply of products and services, ensuring they are fit for purpose, conform to applicable standards, represent value for money and contractually meets organisational needs.	
<b>Experience</b>	Project Management experience within a similar organisation of similar size project/programme management environment.  Organisational and change management experience in a project/programme delivery environment.  Ability to deal with incident response situations.	
<b>Criteria relating to Safeguarding</b>		