Project Manager

Department:	Children, Young People, Education and Skills
Division:	Children, Young People and Families Service
Reports to:	Head of Service – Quality and Improvement
JE Reference:	CYP1180
Grade:	CS12 **JE Date:** 20/10/2023
SFIA Level:	Project Management Level 5 – Level 6

Job purpose

The Project Manager (PM) is responsible for the day-to-day management of a number of small/medium sized, small/ medium complexity projects (Key and Strategic projects) and works on behalf of the Senior Responsible Officer (SRO) to successfully deliver the project within required time, cost, quality, and scope. The PM will ensure the project complies with the Government of Jersey (GoJ) Project Delivery Framework(s) and the Public Finances Manual.
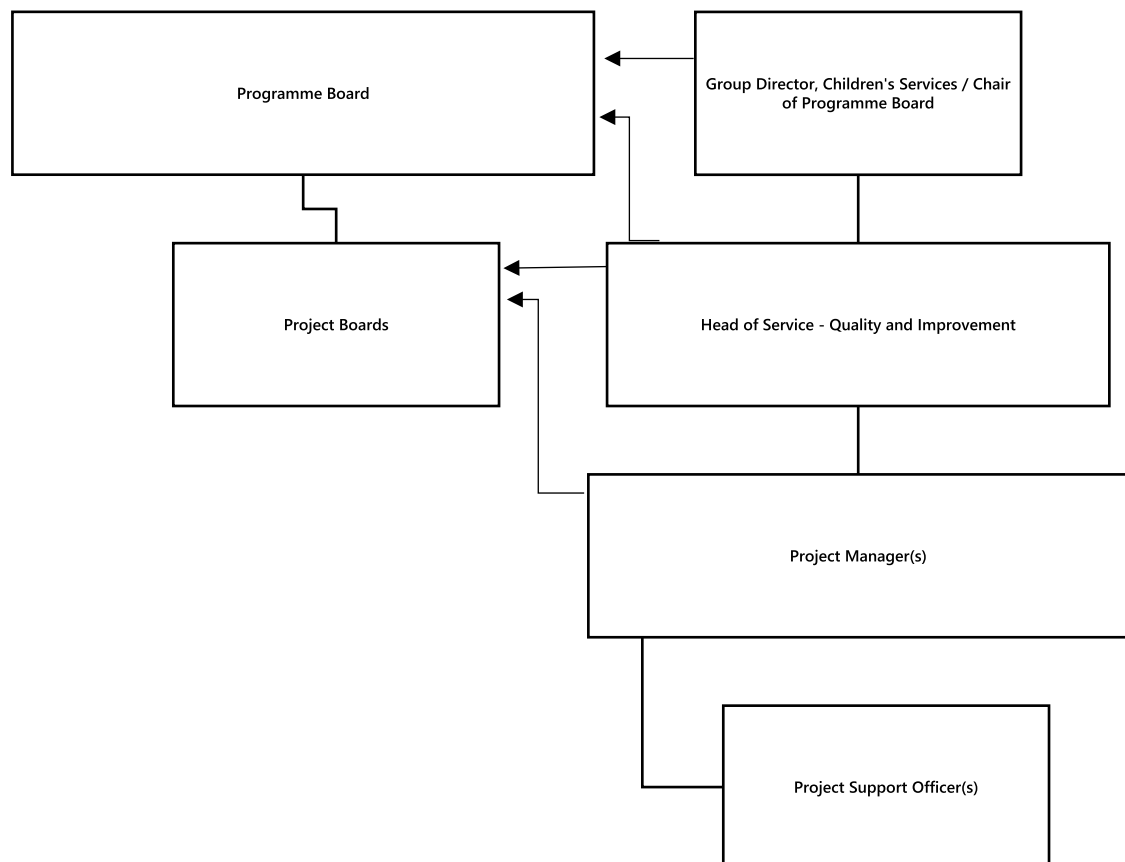
Job specific outcomes

The PM liaises with the SRO, Programme and Project Boards, internal and external teams, and key project stakeholders. They are responsible for managing information flows, developing and maintaining project plans, driving and overseeing the delivery of the project, and monitoring and managing project risk.

PM responsibilities include:

- Preparing project documentation, in accordance with the CPMO Project Delivery Framework for review and approval by the SRO(s) and/or Project Board.
- Managing the project through the stage gates of the CPMO Project Delivery Framework and ensuring all documentation is completed accurately and on time to inform Project Board decision making
- Developing and executing the project plan to deliver the agreed outcomes within time, cost, and quality constraints
- Setting appropriate delivery methodology and managing effective transitioning between project phases
- Developing and drafting the business case (if required), with inputs from subject matter experts as necessary
- Tracking and ensuring delivery of the agreed business case benefits and outcomes
- Tracking progress to the project plan and adapting it with approval, as required, to ensure project deadlines are met
- Managing relationships and communication with stakeholders to support successful project delivery and identifying any need for senior level support
- Whilst not a budget holder, responsibility for managing the project budget (reviewing actuals and forecasting estimates to complete against approved budgets), escalating budgetary issues or risks to the SRO and/or Programme / Project Boards

- Managing project resource plans and co-ordinating staff and internal resources, along with external resources, as well as identifying resource constraints, as required
- Managing project scope and changes to scope using effective change management processes
- Identifying, documenting and monitoring project risks and issues, ensuring regular review and reassessment of risk and issues with project stakeholders, and developing mitigating actions
- Producing regular and accurate project progress/status reports and communicating these to the SRO, Programme and Project Boards, and other project stakeholders, including Ministerial teams
- Managing the expectations of stakeholders and promptly escalating decisions, issues or risks to the Project Board or SRO for resolution as required
- Maintaining a log of benefits for the purposes of benefit tracking and regularly assessing these benefits
- Implementing lean methodology to support the service in giving our customers the highest value possible in our service
- Engaging with assurance reviews and supporting action on recommendations. Organising assurance processes such as gateway reviews, as required.
- Maintaining a log of lessons learned and sharing them with the CPMO and other Government departments to support cross departmental learning
- Directing, co-ordinating and motivating the project team as appropriate by overseeing the project to ensure goals are met within required timelines to enable the successful implementation of the project.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	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 a recognised programme, project or change management qualification (e.g., MSP, PRINCE2, PROSCI, Praxis Framework Practitioner, Certified Scrum Master, etc.)	
Knowledge	Broad knowledge of project management methods and tools. Knowledge in projects with elements of organisational change. Sound experience and understanding of risk management and strategic importance of risk identification and clarification. Experienced in stakeholder management and engagement Knowledge of change management methods and approaches e.g. PROSCI, CMI-ACM or ACMP Standard. Team development and leadership and coaching	

	know-how and commercial and/or stakeholder management.	
Technical / Work-based Skills	Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, scope and budgets, and are signed off. Ability to build successful multi-disciplinary delivery teams. Can maintain, influence and motivate a team. Demonstrable skills using Office applications such as Microsoft Word, Excel, PowerPoint and Project	Experience of using Perform
General Skills/Attributes	Excellent interpersonal skills & communication skills and ability to communicate well within and across various teams. Ability to build and manage effective stakeholder relationships. Can successfully react and respond to challenge. Good organisational skills with excellent time management, especially working under pressure.	
Experience	A minimum of 3 years experience as a Project or Change Manager. Experience of delivery management in a similar organisation (successful delivery from initial design to completion). Practical experience and expert knowledge of using quality/process	Experience of working strategically to engage senior stakeholders (internal/external) to deliver strategic goals.

	improvement methodologies. Experience of financial / quality turnaround programmes and activities.	
Criteria relating to Safeguarding *Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.*		

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.