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|  | Job Title  Project Manager - Anthony Marvell  Post Number: 1.11.4. | Health and Safety Executive |
| Location: **North West, North East, Yorkshire, Midlands** | | Grade: N/A |
| Reports to: **Programme Manager** | | Job Family: Project & Programme Management |
| **Overall Purpose**  We are looking to identify an exceptional Project Manager to support a wider organisational transformation in an emerging change environment. This will be by leading business improvement and IT/Digitally enabled projects on a day-to-day basis; planning and tracking project resources, activities & milestones, ensuring that project boards, governance gateways and product sign-offs are met, and managing risks, assumptions, issues and dependencies. It will also include helping to establish and mature HSE’s project environment and expectations. | | |
| **Key Responsibilities**   * Managing projects end-end in accordance with our HSE Change framework to deliver projects to time, cost and quality measured by agreed success criteria. * Regular and impactful reporting to all relevant stakeholders. * Ensure clarity of scope with an effective management of change control throughout. * Ensuring all project resources have been defined and secured. * Effective identification and management of project risks, issues and dependencies. * Proportionate project documentation produced to a high quality that is timely, aligned to governance gateways with all gateway assets are in place. * Monitoring and controlling budgets. * Business readiness is effective in order to receive the changes. * Post implementation and embedding activities identify learning for use in subsequent projects; learning can be demonstrated in subsequent project delivery. * Supporting the implementation of project management frameworks, fostering consistency * Delivery of projects & products to Time, Cost & Quality using appropriate project   management methodologies e.g. PRINCE2 and Agile methodologies (such as Scrum, Kanban), learning & iterating frequently, ideally in an IT enabled or transformational environment.   * Securing the confidence and trust of the organisation through collaborative and effective communication between stakeholders, operations and the project team. Demonstration of sound, evidence-based decisions, assessing risks and clearly articulating decisions and action. * Leading collaborative and dynamic planning processes - balancing the work that needs to be done with the capacity & skills of the team; anticipating strategic business needs and managing resource requirements to define schedules and understanding critical path. * Excellent communicator of progress, barriers/constraints, plans and lessons learned to your team, the project board and senior management, each at the appropriate level of detail for the audience. * Promoting collaboration and maintaining a productive working environment. | | |
| **Essential Skills and Experience:**   * Prince 2 (Practitioner level) accredited or equivalent or equivalent qualification * Proven track record of project management delivery * Experience of managing projects using Microsoft Project * Experience of managing budgets and cost benefit cases * Experience of leading and managing teams * Knowledge of project methodologies and software * Excellent oral and written communications   **Desirable Skills and Experience:**   * Managing projects using Project Online, Microsoft Project or similar tool * Microsoft Office to a high standard and be able to spearhead working smarter with modern technologies * Working within a complex or public sector environment, particularly one that adheres to Government Digital Service Standards.   **Key Outcomes:**   * The delivery of projects to time, cost and benefits criteria. * Effective communication between Stakeholders, Business Service Owners and the project. * Project Documentation produced to a high quality * Business readiness is effective in order to receive the changes to working practices * Post implementation and embedding activities identify learning for use in subsequent projects | | |