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|  | Job TitleProject Manager - Anthony MarvellPost 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.
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| **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
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