**JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE**: Project Manager

**DEPARTMENT**: Business Development

**DIRECT REPORTS**: Potential to manage up to 3.

**REPORTS TO:** Business Development Group Manager

**SALARY:** Level E

**MAIN PURPOSE OF THE ROLE**

Project Managers are responsible for identifying and leading projects and initiatives to improve ICO operational efficiency.

**KEY OUTCOMES OF THE ROLE**

* Lead projects through to post-implementation review within time/cost/quality constraints.
* Analyse existing processes and apply knowledge and or benchmarking to ensure that you deliver effective and fit-for-purpose solutions.
* Work closely with the business throughout the project, eg via requirement gathering workshops, progressing outputs to meet clear and achievable objectives.
* The production of a realistic and detailed project plan designed to support the continuous development and improvement of solutions for the ICO.
* Ensure that project administration is completed effectively including the preparation of relevant signoff points/gateway reviews and production of all key project documentation.
* Identify and manage any risks involved in the project, including the development of contingency plans, in liaison with the project sponsor as appropriate.
* Liaise with and coordinate the activities of all ICO departments as they become users of new systems.
* Prepare and deliver reports for any relevant Project Boards and complete other reporting as required.
* Build strong and effective working relationships with internal stakeholders and external third parties, such as IT suppliers, or specialist consultants.
* Ensure that change control is managed effectively throughout the course of projects.
* Champion the project outcomes and manage the roll-out into the organisation.

**PERSON SPECIFICATION**

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|  | **Criteria** | **How Assessed** |
| **Education and**  **Qualification** | Educated to degree level in a relevant discipline  Or  Substantial work experience at a level demonstrating graduate ability. | Application |
| **Work**  **Experience** | In-depth knowledge and experience of managing high profile projects; preferably within an agile working environment. | Application and interview |
| **Knowledge, Skills**  **And Ability** | Excellent written and verbal communication skills. | Application and interview |
|  | Ability to work under pressure and deal with a demanding workload which may include conflicting demands on time. | Application and interview |
|  | Good judgement, with the ability to make considered decisions.  Ability to work on own initiative and as a member of a team. | Application and interview  Application and interview |
|  | Personally effective and achievement driven | Application and interview |
|  | High level of attention to detail and accuracy | Application and interview |
|  | Very strong interpersonal skills, including the ability to negotiate and to build and maintain good working relationships both internally and externally, up to and including senior management level. | Application and interview |