

### Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*	Band
Developing Project Manager	B2
Number of posts	Directorate
1	Digital Portfolio
Contract type	Duration if fixed term
Fixed Term	18 months with possibility of extension or permanency
Management responsibility	
None	
Reports to	
A2 Senior Project Manager	

### Standard duties

*The Developing Project Manager role has been created to provide exposure and on the job learning in the Project Manager team within the Portfolio Directorate. The post will be recruited at the B2 level and training will be agreed and should be completed within approximately 2 years of starting in the role once agreed with line management and HR.*

*The post holder will be expected to have a portfolio of work completed over an agreed period demonstrating that they have successfully undertaken the role of a Project Manager. This will include (amongst others) providing documented evidence of requirements gathering; management of backlog lists; liaison with Business representatives and the successful deployment of changes into various environments. Performance will be reviewed and assessed at set periods throughout the two years and the decision regarding promotion to B1 Project Manager will be based on satisfactory performance in the role and passing a board at interview.*

#### First 6 months

- Develop understanding and knowledge of the project lifecycle, project governance and the typical activities within different project stages.
- Gain an understanding and knowledge of the different programmes within the Programmes and Projects Directorate and the types of project delivered by the Digital Service, e.g. Waterfall, Agile.
- Contribute to the production of project deliverables, e.g. Project Plan, Project Initiation Document, Communications Plan, Risk Log.
- Gain experience in the typical tools and techniques used by a Project Manager, e.g. MS Project, Excel, Gantt Charts, Critical Path Analysis.

- Take responsibility for administering project board meetings, producing highlight reports and engaging with board members.

#### 6 – 12 months

- Be given responsibility for a discrete work package including the production of project deliverables.
- Take a lead role in stakeholder engagement activities, e.g. identification, communication, workshops, meetings, consultation and stakeholder management planning.
- Manage project risks and issues, communicating with relevant risk owners and taking action where necessary.
- Based on the project stage, oversee the approval process for a project deliverable.
- Develop an understanding of the production of business cases.
- Develop an understanding of procurement processes.
- Develop an understanding of bespoke software development practices.
- Continue management of project board meetings.

#### 12-18 months

- Lead in the estimation, planning and delivery of a small project, identifying resource required, key activities, dependencies and project milestones.
- Build on experience and take the lead for more complex project activities.
- Manage internal stakeholder relationships between the project, technical and support teams within the Digital Service.

The successful candidate will need to be willing to learn about and work with different methodologies, including:

- PRINCE2
- Agile
- MSP: Managing Successful Programmes
- Continuous Improvement / Lean

Training will be provided to the successful candidate using a mix of on-job-training, peer support, self-learning, shadowing and formal industry training courses that could lead to professional qualifications or certifications (e.g.. APM, PRINCE2 Practitioner). Performance will be reviewed and assessed against the competency framework at agreed points throughout the period.

*Note: The duties above are not an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.*

### Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- Project team
- Project & programme management
- Colleagues within other programme teams
- Stakeholders at all levels in the Commons and the Lords
- Digital Service colleagues, work groups

### Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- External suppliers, including off-shore developers
- Government departments in UK and Scotland

### Person Specification

#### Standard skills and knowledge required

- Effective written and verbal communication skills and can present complex information.
- Excellent planning and organisational skills, able to prioritise to meet deadlines and takes full responsibility for quality and timescales of own work
- A systematic and analytical approach to problem solving
- Ability to contribute to and work well within a team
- Ability to supervise, motivate and lead staff
- Understands the needs of the customer and their differing levels of skills and experience.
- The ability to work calmly and efficiently under pressure
- Is proactive and anticipates opportunities

#### Specific skills and knowledge required

- Good customer facing and interpersonal skills, is able to develop good working relationships with staff at all levels. Experience of stakeholder management and networking skills.
- Is able to identify and plan and schedule all the tasks required to deliver a significant piece of work
- Experience of being responsible for delivering a tangible outcome (a time-bound, distinct deliverable).
- Flexibility and a can-do attitude with a willingness to learn, explore and develop new skills.

#### Desirable

- Understanding of project ways of working.
- Experience of using office productivity tools (e.g. MS Word, Excel, Visio and PowerPoint) and Project management tools (e.g. MS Project)

## Additional information regarding the post

### Location

The post is located in 7 Millbank

### Hours

### Full-time

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

Net conditioned full-time working hours for staff of the Digital Service are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **36 net** per week. The exact daily times of attendance will be agreed with line management.

### For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.