Job Description

Job Title	Project Manager	Grade	3

Department	Portfolio Department	Reports	0

Reports to	Head of Portfolio

Our Values

The role holder will be expected to operate in line with our company values of:

- Progressive
- Warm
- Excellent
- Thoughtful

Values are the principles that drive our behaviours. They are organisation-wide and should be adopted by everyone. Behaviours provide a consistent standard we can all expect inside the organisation from one another, and towards our members and stakeholders.

Main Purpose of the Role

To provide project management expertise to the APM portfolio – delivering key projects comprising product, process and system development. The post-holder will contribute to the enhancement of APM's project management framework to ensure current and future projects within the APM are delivered in line with good practice project management techniques, whilst ensuring such frameworks are appropriate to the type and scale of projects within the overall portfolio.

Dimensions & limits

Limits of authority will be as defined for individual projects and may vary dependent on the type and scale of the projects being delivered. In all cases, governance structures will ensure the Project Manager has the delegated authority to successfully deliver project outcomes.

Key Relationships

Internal

- Portfolio & programme colleagues, APM departments, stakeholders as identified by the portfolio requirements

External

- Accredited Training Providers, Higher Education Institutes, individual APM members, volunteers, major corporates, other professional associations, professional bodies such as BSI, Ofqual, SQA, Sector Skills Councils, International Project Management Association (IPMA), third party providers and external subject matter consultancies

Career Development

We are a learning organisation and want our employees to learn and grow during their time with us. There are many ways in which they can do this:

- Personal development days offer an opportunity to attend interactive bite sized training events
- Our fantastic knowledge share calendar of events enables colleagues to share their knowledge with each other as well as access to a coach or mentor to help employees to navigate their chosen career paths
- Shadowing in other departments is a popular way to learn about the roles and challenges across the different functions

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Key responsibilities / accountabilities

Definition - clearly and thoroughly identify the scope of the project(s) by:

- Working collaboratively with internal and external stakeholders, at all levels within the organisation, to define and achieve mutual understanding of the scope

- Listen for, uncover, and resolve misunderstandings or disagreements about the scope

- Ensure all portfolio resources understand the scope as well as how it will affect other projects within the portfolio

Planning - work with the team to identify and schedule all the work required to fulfil the scope:

- Understand what constitutes an end-to-end, thorough cross-functional schedule for the project and involve stakeholders as appropriate to create a valid plan; be able to discuss risk areas and convey impacts to scope or costs if a shorter schedule is demanded

- Plan the project(s) in sufficient detail to ensure integration of all activities, identification of cross-portfolio dependencies, and understanding of critical paths and key milestones

- Obtain portfolio approval of the plan through effective communication skills, ensuring thorough understanding of the plan, its implications on revenues, delivery dates, resources, anticipated benefits and deliverables to the customers

- Ensure a comprehensive budget is prepared, reflecting the plan and all resource needs

- Ensure non-people resources are identified (e.g. equipment, logistical costs, legal fees) so that the project budget will be accurate and remain affordable

Resourcing - Identify resourcing needs in line with the project plan:

- Ensure all necessary resources are identified and that justification for such resources is clear in the event of constraints arising as a result of other work responsibilities

- Communicate to ensure that all resources understand their roles and accept their responsibilities and escalate where that commitment is not present

- Direct and motivate the project team(s) to achieve the desired results, often using matrix management, and ensure effective communication is maintained throughout the project

- Ensure effective management of third party suppliers to the project(s)

Key responsibilities / accountabilities

Execution & Control - day-to-day management of the project:

- Manage the project(s) time, cost and quality activities, in line with the APM project framework

- Produce reports in line with the governance requirements of the portfolio

- Ensure application of thorough risk and issue management across the project(s), instigate mitigation actions, identify contingency plans and manage items through to conclusion

- Ensure effective communication to the project teams, internal and external stakeholders, partners, suppliers and customers

- Manage proposed changes to project parameters – e.g. scope, budget, schedules

- Monitor the quality of project deliverables and ensure project objectives are met

- Conduct project meetings and attend programme and portfolio meetings where required

- Establish effective working relationships with all key stakeholders

Transition to BAU - where appropriate, deliver serviceable outcomes and outputs to the business through:

- Successful engagement of the business function to establish any services that need to be delivered to support project outcomes

- Ensure a smooth hand-over to the departmental team that will own the project outputs, benefits monitoring and any other supporting functions identified

Key Performance Measures

- Delivery and maintenance of project scoping documents to support the project outcomes

- Timely briefings to internal and external stakeholders

- Working with others to establish dependencies and ensure these are actively managed throughout the project lifecycle

- Delivery and maintenance of a high level plan showing key activities, dependencies, and stage / phase gates mapped to scheduled timelines

- Delivery and maintenance of an approved project plan, showing critical path, key milestones, phase reviews and dependencies for the full project lifecycle. The plan must show all key tasks, decision-gates, resource assignment and dependencies along with durations and schedule

- Preparation of a phased project budget, demonstrating spend in line with APM's financial accounting periods

- Identification of any constraints and threats that may impact the ability of the project to deliver to time, cost and quality parameters

- Identification and, where appropriate, engagement of a project team with the skills and experience required to deliver the project outcomes

- Delivery of outcomes that meet the requirements defined

Key Performance Measures	

- Delivery of outcomes in line with controlled plans

- Feedback from the project resources

- Regularly updated project control documents, stored appropriately in MS Teams

- Delivery of reports in line with the reporting requirements of the project/programme and portfolio

- Feedback from the portfolio team & stakeholders, observed behaviours, discussion at project review.

- Delivery to a controlled plan, to required deadlines and in line with requirements

- Fit for purpose project outcomes, including relevant documentation transferred to the departmental team

- Acceptance of project outputs and outcomes by the departmental team

Person Specification – Project Manager

Attributes	Essential	Desirable
Qualifications	- Qualified to first degree level, or equivalent in a relevant discipline preferably education-related or Information Technology - Professional qualification in project management, such as PMQ or any other recognised qualifications	
Experience	5 years project management and delivery experience - Proven experience of delivering projects to time, cost and quality - Successful experience of translating analysis into practical implementation	
Knowledge	- Knowledge of and familiarity with membership/ professional body roles, purposes, and activities - Up-to-date evidence of project management theory acquired through academic study and/or experience	- Familiarity with digital business models for the development and dissemination of knowledge and standards - Familiarity, appreciation and knowledge of end to end business process (CRM, finance, HR)

Skills	- Effective negotiation skills - Proven experience of effective working with those whose specialist knowledge is greater than yours - Well-developed planning and organisational skills - Outstanding communication and inter-personal skills - High-level of IT literacy, proficient user of Microsoft Office tools and MS Project - Ability to co-ordinate colleagues, volunteers and contracted parties through expert leadership, motivation, teamwork, supervision and accountability - Ability to work across Education and Professional Bodies sector Ability to continue to completion existing projects and initiatives - Ability to work with and manage external IT system suppliers - Proven capability to manage projects and stakeholders	
Behaviour / competency	- Analytical thinking: ability to tackle issues and problems in a logical, step-by-step way - Concern for accuracy: Desire to ensure accuracy and quality in work delivered - Results orientation: ability to set high goals for self and others, focusing on the delivery of targets, quality and deadlines - Communication skills: ability to communicate appropriate, concise and accurate information in written and verbal formats - Creativity & innovation: willingness to challenge assumptions and ability to adapt or generate imaginative and innovative ideas - Influence & persuasion: ability to convince others to your own point of view, to gain	

	acceptance, support and commitment	
	• Interpersonal skills: ability to understand and interpret other people's behaviour, concerns and motives	
	• Relationship building: ability to build and maintain networks of business contacts in and beyond the organisation who may contribute to success	