## Role Profile

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| **Job Title** | **IFS Senior Project Manager** |
| **Business Unit / Group Function** | Central Services |
| **BU Team / Sub-Function** | IFS Digital Acceleration Team |
| **Location** | Arete |
| **Leader** | IFS Digital Acceleration Leader |
| **People Leadership** | Yes |
| **Job Level** | 3B |
| **Role Purpose**  To design, structure and deliver the IFS Digital Acceleration plan, incorporating stakeholder management, resource allocation, PMO services and programme / project delivery.  Ensure clear definition and application of project standards, reporting and project governance. | |
| **Accountabilities**   * Design, structure and execute the delivery programme to support IFS Digital Acceleration objectives * Design, lead and embed PMO framework to ensure projects are managed effectively (including risk, resource and quality management) and that senior stakeholders are fully engaged * Develop and manage detailed project plans and support project teams to ensure delivery of business requirements within timescales and budget, utilising expertise and consistent project methodology * Lead the development of understanding and capability in project management principles across the IFS Digital Acceleration team * Build a strong external vendor and partner network that will provide technical expertise and that will deliver commercial advantage to WG&S * Manage the delivery programme, establishing and agreeing business priorities to deliver globally aligned benefits and services through cross-functional teams to ensure project delivery * Establish successful stakeholder relationships, managing expectations in the delivery and ensuring adherence to established governance processes * Lead the reporting of project progress and status to provide business stakeholders with relevant data for informed decision making * Identify, manage and report on project risks, risk mitigation measures and escalating to overall governance forums to ensure risks are managed proactively and effectively. Identify commons themes across projects and develop plans to mitigate | |
| Created by: |  |
| Creation Date: |  |
| HRBP: |  |
| Date of last revision: |  |

**Competencies**

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| **Analysing**  • Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system. | **Presenting and Communicating Information**  • Speaks clearly and fluently • Expresses opinions, information and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility | **Persuading and Influencing**  • Makes a strong personal impression on others • Gains clear agreement and commitment from others by persuading, convincing and negotiating • Promotes ideas on behalf of self or others • Makes effective use of political processes to influence and persuade others |
| **Delivering Results & Meeting Customer Expectations**  • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way  • Consistently achieves project goals. | **Applying Expertise and Technology**  • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions | **Writing and Reporting**  • Writes clearly, succinctly and correctly • Writes convincingly in an engaging and expressive manner Avoids the unnecessary use of jargon or complicated language • Writes in a well-structured and logical way • Structures information to meet the needs and understanding of the intended audience |

**Skills and Experience**

Educated to degree level or equivalent business experience

Project Management qualification with extensive experience in delivery of global business and projects

In-depth knowledge of Project applications and reporting services

Skilled in building relationships and delivering for a multi-site or international environment

Extensive experience of delivering complex projects to budget and time-scales

Experience with commercial and 3rd party vendor management within a Global PMO function

Demonstrable experience of formal project management and continuous improvement/Lean practice within a global organisation