

ROLE PROFILE

Job Title	Project Manager - Change
Business Unit / Group Function	ODC BU
Location	Flexible
Leader	HR Director, ODC BU
People Leadership	N/A
Job Level	4A
Role Purpose Act as Project Manager for the wholistic project portfolio for the BU by providing visibility, oversight and coordination of all the change initiatives, in order to help drive forward the transformation agenda in line with the WGW. Some of the key change initiatives within the BU include IFS 10, AP&S, WGW pillars and other BU Specific priorities.	
Accountabilities <ul style="list-style-type: none"> • Work in partnership with the BU/Function Leaders and Central Teams (including the C&D Office) to understand the global change initiatives and the implementation requirements (timing, sequencing, resource and tools required, etc.). • Act as the conduit between Central Teams (including the C&D Office) and the BU/Function, in order to represent the needs and challenges of each area of the BU/Function, whilst working in collaboration to identify practical solutions and tools (taking into consideration potential language requirements). • Lead and develop the communication and implementation of all current and future change initiatives across the BU/Function. Support the business to implement the required changes whilst enabling teams to continue to operate efficiently, achieving a healthy balance between project implementation and operational tasks. • Support each area of the BU/Function to create a clear implementation plan for the relevant change initiatives. In conjunction with the C&D Office, develop communication, culture change and implementation plan templates and tools that can be deployed in each area of the BU/Function, and localized where required. • Work in partnership with key stakeholders across the BU/Function to conduct change impact assessments, assess the readiness for change, identify potential barriers and proactively seek solutions to ensure successful implementation of these change initiatives. • Collate data and insights from each area of the BU/Function to understand any additional local change requirements, identify opportunities for implementation and create a clear and locally relevant change management plan. • Collate documentation relating to newly proposed projects to ascertain key resources, timescales and dependencies and determine capacity within the BU/Function project portfolio plan for additional projects to be implemented. • Monitor and track progress against the implementation plan, highlighting any risks or resourcing/priority conflicts that occur. Ensure all key stakeholders are updated on a regular basis and overall progress is represented to the BU Board and other Boards as necessary. • Highlight to the C&D Office where further resources or interventions may be required to keep WGW projects on scope and on time. • Highlight successes and learnings across the BU/Function and with the C&D office so that they can be shared in the monthly WGW News Bulletin. 	

- Liaise with the Communication & Training Lead in the C&D office to identify what communications assets are required in relation to the WGW, and share materials within the BU/Function where needed.
- Identify training requirements in each area of the BU/Function and co-ordinate the training activities in conjunction with the Central teams. Balance the need to provide tailored solutions with the need to leverage scale where possible.

Values



BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with other

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;
- Makes presentations and undertakes public speaking with skill and confidence;
- Projects credibility

Creating and Innovating

- Produces new ideas, approaches or insights
- Creates innovative products or designs
- Produces a range of solutions to problems
- Seeks opportunities for organisational improvement
- Devises effective change initiatives

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.

Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

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.

Skills and Qualifications:

- Solid Project Management experience
- Proven experience of leading large scale transformation projects across multiple geographies
- Good experience working with processes and being detailed focused
- Strong organisational skills with the ability to project manage, adapt and deliver in a fast paced environment
- Strong computer literacy to include Word, PowerPoint and Excel
- Ability to work with stakeholders at all levels, in a matrix organisation
- Experience of working in a multi-cultural, global organisation
- Understanding of HR and organisational processes, including organisation design is highly desirable

Created by:	Angie Corbett/Melanie Partridge
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