## ROLE PROFILE

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| **Role Title** | **BU Project Manager** |
| **Internal Reference** | ODC-0434 |
| **Business Unit / Group Function** | ODC |
| **BU Team / Sub-Function** | Commercial |
| **Location** | SBP |
| **Team Leader Role** | Commercial Capability and Leadership Director |
| **Role Level** | 4A |
| **Team Members** | No |
| **Role Purpose**  Act as the champion of the holistic project portfolio plan for the Business Unit (BU) by providing visibility, oversight and reporting of all strategic projects being delivered within the BU including IFS 10 integration for HR, AP&S, WGW and any other BU Specific priorities. | |
| **Accountabilities**  • Manage the BU project portfolio plan by plotting all current and future projects, highlighting key resources / stakeholders required and key dependencies within, and between, projects.  • Collate documentation relating to newly proposed projects to identify key resources and timescales required and identify opportunities within the BU project portfolio plan for additional projects to be implemented. • Compile reviews of current or completed projects and liaise with C&D team to share the status of projects • Analyse the project portfolio in order to identify potential risks due to priority or resourcing conflicts. • Highlight to the C&D Office where further resources or interventions may be required to keep WGW projects on scope and on time • Using the project portfolio plan, identify key upcoming changes and ensure relevant stakeholders are aware of what to expect and when. • Liaise with the Communication & Training Lead in the C&D office to identify what comms assets are required in relation to the WGW, and share materials within the BU where needed | |
| **Created by:** | Melanie Partridge |
| **Creation Date:** | 01/01/2022 |
| **HRBP:** | Kirsty Morris |
| **Date of last revision:** | 30/10/2023 |