|  |  |
| --- | --- |
| **Role Title:** | Project Manager – Core Technology Programme |
| **Report to (title):** | Portfolio Delivery Manager - CTP |
| **Function/Department:** | Business Technology Services (BTS) |
| **ABF Business Technology Services Overview** |
| Business Technology Services works across the major divisions of ABF, helping our businesses to thrive through the provision of world class Technology infrastructure, support, and delivery of new technologies to support the achievement of company strategic outcomes.  |
| **Role Summary** |
| The Project Manager - CTP is a critical role in the mobilisation and management of assigned core technology projects. They will work closely with sponsors and representatives across the ABF portfolio of supported businesses in the delivery of desired business outcomes to realise benefits. |

|  |
| --- |
| **Role Responsibilities/Accountabilities** |
| * To work closely with the Portfolio Delivery Manager in the efficient and effective delivery of CTP projects
* Management of assigned CTP projects through the lifecycle in accordance with agreed governance methodology and associated approval bodies
* Manage and co-ordinate project team(s) made up of technical & non-technical members, 3rd parties and business unit IT Teams, including the development and management of project plans, team meetings & steering committees as needed
* Focusing on regular and timely delivery of value; organise and lead business change
* Manage project budgets within agreed tolerances and adhering to standard change control processes
* Work closely with BU service delivery & local IT teams to improve user experience and minimise negative impact on remote sites
* Manage concurrent high visibility projects in a fast-paced environment across multiple ABF Functions and businesses
* Prepare and distribute progress reports; manage risks and issues; correct deviations from plans; and perform delivery planning for assigned projects
* Apply adaptable governance using a high level of knowledge and experience in blending traditional Waterfall and Agile approaches in the right proportions
* Support key stakeholders in managing customer expectations for project deliverables & communications
* Track, baseline & measure benefits enabling benefits realisation during project delivery and ensuring robust hand over of post closure benefits realisation activities
* Promote empowerment of the team, ensure that each team member is fully engaged in the project and making a meaningful contribution, delivering at a sustainable pace while meeting quality expectations
* Supporting the wider Project Services team as needed
 |

|  |
| --- |
| **Working Pattern & Location** |
| * This role is a 37.5hour week Monday – Friday
* This will be a hybrid role, with a mix of home working plus travel to Peterborough head office as required – possibly up to 1/2 days a week, to meet the needs of the role
 |

|  |
| --- |
| **Experience, Knowledge, Skills & Attributes** |
| **Essential** | **Desirable** |
| Experience of managing project & programme budgets, some into the £m’s of pounds | Ability to act with diplomacy across a varied and demanding C Level & C Level minus one stakeholder group |
| Experience of delivering Business Change & Technology Projects across geographically widespread businesses within a federated environment | Experience of project management, managing multiple and often conflicting priorities across widespread teams / geographies.  |
| Experience of manging end users, ensuring required business readiness activities are well planned to ensure maximum end user adoption and satisfaction. | Ability to interact effectively across operational based stakeholders understanding the impact to business operations of down time associated to IT Changes |
| Understanding of project delivery methodologies (waterfall, agile and hybrid) | Comfortable with ambiguity and shaping project blueprints with minimal input / direction set by senior leadership |
| Ability to apply both creative and pragmatic thinking to problem solving | Experience of operating within federated environments or within an IT Service Management Provider / consultancy advantageous  |
| Ability to take a holistic view of the business case, working wider with key business stakeholders and understanding of the broader context of decisions to deliver end goals / desired outcomes | Solid understanding of and demonstrated experience in using appropriate tools, in particular the MS Office Suite, MS Project |
| Proven leadership experience, with the ability to prioritise activities and influence internal and external stakeholders to achieve results | Strong interpersonal skills including mentoring, coaching, collaborating, and team building |
| Strong communication skills, both verbal and written. Able to convey information to a varied audience in user-friendly language | Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence |