**Role Description & Person Profile**

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| **Role**  |  |
| **Job title** | IT Project Manager |
| **Division** | AB Agri – Central |
| **Department** | Global Technology Services – IT |
| **Location** | Peterborough |
| **Team Structure** Reports to, direct reports, etc**.** | Reports to Project Portfolio Manager.No Direct Reports |
| **Description** |  |
| **Impact Statement** The contribution of the role to achieving the overall business objective. Span of impact. Main purpose focus of the role. | To take responsibility for the delivery of transformational business and IT projects to time, quality and budget.To define, plan, manage and deliver IT based projects of all sizes, thereby delivering value across AB Agri. |
| **Role Objectives** The key responsibilities and key accountabilities of role. (5 to 10 areas) | * Manage projects in line with IT standards, processes and governance through all stages of a project life cycle
* Manage project budgets including authorising capital spend against approved budgets
* Develop and maintain project plans; track progress against plans and manage progress through project lifecycle
* Direct and motivate the project team
* Take responsibility for overall progress, use of resources and initiate corrective action where necessary
* Manage project scope and change control and escalate issues where necessary
* Resolve cross-functional issues at project level
* Manage project risks and issues
* Ensure project plans and progress reporting, including timesheets are maintained on the Project Management system
* Manage 3rd party expenditure within agreed budgets and maintain full tracking of all project costs
* Liaise with any suppliers or account managers
* Organise and manage Project Steering Boards, submitting regular Highlight Reports indicating any deviations from plan at either stage or project level and any corrective action taken
* Ensure project objectives are understood and met, ensuring that the Project Team members understand the requirements
* Promote the reputation of the department within AB Agri and externally
* Identify training needs arising from the project and devise and manage training programmes
* Ensure all groups are adequately consulted and are satisfied with each deliverable as it effects their specialist area
* Ensure project deliverables are in line with existing Programme practice and procedures
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| **Key Stakeholders** What are the challenges of the relationships, communication strategies required, etc  | Project SponsorsDivisional Management TeamsIT Architecture TeamExternal Software VendorsBusiness Engagement TeamsBusiness Analysts, Change Analysts & Wider Project Team |
| **Scope**Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility. | Requires the ability to understand all aspects of Project Management across a wide range of applications and businesses.To contribute to the agreement of solutions, derive plans and deliver against them. The successful individual will have responsibility for delivering against the agreed project quality, time and budget. |
| **Person Profile** |  | **Essential or** **Desirable** |
| **Knowledge** | Excellent understanding of project management methodologies and their applicationExperience in delivering complex full life cycle projects in medium to large scale organisations including enterprise, digital and infrastructure projects.Proficient in the use of MS Project and/or other project management toolsSkilled in the production of project documentation and understanding its importanceIndustry experience(Ideally in Food/Manufacturing) | EssentialEssentialEssentialEssentialDesirable |
| **Qualifications** | Formal Certified Waterfall Project Management Methodology (e.g. Prince II Practitioner)Relevant Degree or equivalent (business/numerate/engineering/analysis) | EssentialDesirable |
| **Key Behaviours** | Customer Focused, Inquisitive, logical and analyticalConfidentSelf-starter and team playerExcellent relationship building and influencing skillsExcellent verbal and non-verbal communication skills at all levels from Senior Directors through to on the ground usersIntelligentPresentableExcellent planning and coordination skills | All Essential |
| **Other Factors**  | UK and International TravelPassport and UK Driving Licence required | Essential |