



## JOB PROFILE

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|---|---------------------------|
| <b>Job Title:</b><br><b>Project Manager</b>   |                           |
| <b>Reports To: Paul Crocken</b>   | <b>Date: October 2018</b> |
| <b>A. Job Purpose</b><br><br><p>Reporting to the Programme Manager within the Change &amp; Transformation team, the Project Manager will be responsible for delivering a diverse range of end to end business change &amp; transformation projects to time, cost and quality across the organisation.</p> <p>The Project Manager will operate within PMO governance to lead virtual project teams comprising of internal subject matter experts, vendors and third parties, partnering with the assigned Business Analyst.</p> <p>They will work closely with the project Sponsor to help maximize business benefit, achieve the desired business outcomes, whilst minimising disruption to business as usual activities.</p> |                           |

## **B. Key Accountabilities**

- Ensure that all assigned projects are delivered to time, cost and quality
- Establish and maintain relationships with third parties / vendors
- Coordinate internal resources and third parties / vendors, ensuring resource availability and allocation
- Develop project scope and objectives, involving all relevant stakeholders and ensuring technical / commercial feasibility
- Develop schedules to track progress
- Manage Change Control
- Monitor project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the Sponsor and all stakeholders
- Risk & issue management to minimize project risks
- Create and maintain project documentation

## **C. Dimensions**

The role will typically span the end to end project lifecycle.

The assignments will consist of various projects (large, medium and small) across various departments.

The Project Manager will be expected to manage multiple projects concurrently, dependent on size and workload.

## **D. Additional Information**

### **i) Context/Environment**

- The Project Manager will work within the newly created energy business and support the team and department as it develops and expands
- Energy industry experience is useful, but not essential

### **ii) Skills/Knowledge/Experience**

- Proven project management experience
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office and relevant project management tools
- Experience of IT applications and infrastructure is useful, but not essential
- Recognised project management qualification is desirable, but not essential

### **iii) Working Relationships**

- Works productively and supportively with colleagues and team members
- Works productively and supportively with external third parties and suppliers
- Works productively and supportively with internal functions and departments supporting the overall operation of the energy business
- Works alongside the assigned Business Analyst to ensure deadlines are met

**Line Manager:**

**Employee:**