



Job Description

Project Manager

RESPONSIBLE TO: HEAD OF INFORMATION & INSIGHT

JOB PURPOSE:

The Project Manager will ensure the highest standards of quality are maintained throughout the delivery of key projects thus assisting the Trust in delivering on its mission to help improve the lives of people living in our communities.

'WHAT' – you do!

- Planning and management of projects and digital initiatives, working within the agreed budgets whilst ensuring a positive impact is achieved in terms of sustainability of the Trust's assets
- Developing scoping documentation, PIDs, project plans and status updates ; whilst remaining within budget and to plan for each project
- Develop and agree appropriate Performance Indicators and targets for each project to enable you to monitor the quality and the service being delivered to Trust
- Conduct weekly project meetings, providing and issuing regular project reports and updated plans, including actual progress against planned, in terms of cost and benefits realisation
- Engage with project teams as well as stakeholders; assist with consultation events and ensure that appropriate levels of clear and effective communication is maintained across teams, tenants, leaseholders and third party stakeholders in relation to planned projects.
- To develop and monitor project operating procedures including use of project management software ensuring compliance, best practice and continuous improvement.

'HOW' – you do it!

We deliver the above by displaying the following behaviours:

- Promoting a culture of trust and respect, being sincere giving accurate and honest feedback ensuring honesty & transparency at all times
- Empower, support and coach your colleagues to deliver high performance encouraging two way communications and cross team working.
- Displaying Trust behaviours and being a visible and a credible role model.
- Encouraging and welcoming challenge, whilst explaining the WHY behind all decisions and requests
- Being Positive, resilient, determined & resourceful to ensure the best performance of you and the Trust



No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

Project Manager

	ESSENTIAL/DESIRABLE	ASSESSMENT
Behaviour		
Transparent with your team and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
Experience		
Project management including all pre-planning, and post project activities	E	I/A
Experience of consistently delivering to set targets and Key Performance Indicators	E	I/A
Lead regular project team and stakeholder meetings	E	I/A
Proven track record in managing projects to time, budget and with benefit realisation	E	I/A
Identifying service improvements and challenging the norm to find more efficient ways of doing things	E	I/A
Preparation of project updates, management information and presentations	E	I/A
Project management qualification (PRINCE 2 or similar)	E	I/A
Understanding of the legal and regulatory requirements for Housing	D	I/A
Skills/Abilities		
Strong planning and organising skills	E	I/A
Proven people skills and ability to influence and get teams on board with new projects, manage project meetings	E	I/A
IT skills and database management, being alert to digital technology	E	I/A
Change Management and Transformation Planning	E	I/A
Good analytical and numeracy skills	E	I/A
Exercising judgment, to make informed decisions and solve problems	E	I/A
Excellent and effective communication skills with stakeholders at all levels	E	I/A
Personal Attributes		
Motivated and determined to succeed	E	I
Calm and confident in challenging situations	E	I
Ability to thrive under pressure	E	I
Influential and persuasive	E	I
Organised and able to quickly produce project documentation for all stages of projects	E	I
Resilient and adaptable to change	E	I
Keen eye for detail	E	I





Method of Assessment

A – Application Form

I – Interview

S – Skills Test

C – Production of Certificates



