

<b>Job Title:</b>	Project Manager
<b>Department:</b>	Technology
<b>Reporting To:</b>	Head of Technology Change
<b>Direct Reports:</b>	0

## Job Purpose

Work with the Technology Team and external contractors to manage projects from the Technology Portfolio aligned to the strategic objectives of the R&A. Develop relationships with key business stakeholders to strengthen links to Technology and facilitate business partnering.

Demonstrate the value of project management, and business readiness practices. Develop skills further to become a recognised subject matter expert to the wider business and champion the R&A's delivery framework.

To actively participate in the ongoing development of the Change Team within Technology.

## Key Accountabilities

All aspects of project management of assigned projects from the Technology Portfolio. This includes, but is not limited to:

- Manage assigned projects to deliver to time, cost and quality standards. Identify the critical path of projects, managing assumptions and dependencies which may affect delivery.
- Manage multiple projects across a variety of business units. Produce standard project management documentation in line with the R&A delivery framework.
- Develop the project idea, objectives and scope, and identify the appropriate delivery and project management approach/framework to be used. Identify change management/business readiness needs, deliverables and plan related activities.
- Effective planning, communication and co-ordination of work on projects between Technical Delivery Team, supplier teams, Change team and the business.
- Identify project resource requirements and manage workloads to reduce risk of overloading, escalating capacity issues as required.
- Identify and manage risks/issues to minimise impact. Timely escalation of significant risks/issues to governance groups for awareness and/or mitigating action. Ensure decisions consider risks, impacts and are communicated appropriately.
- Identify, engage with, and manage project stakeholder relationships, including project or executive sponsors. Provide clear, relevant and audience appropriate project related updates and reporting.
- Work with Technical Delivery to estimate budget required for each project and track/manage actual cost of delivery against assigned budget.

- Work with Business Analysts to identify and manage expected benefits and benefit owners. Manage scope and requirements to reduce risk of delay, particularly for time-critical projects.
- Provide project information and updates required for Portfolio level reporting and tracking
- Follow established governance, standards and approval templates and processes.

### Person specification

- Experience of technical project delivery, planning and associated documentation from inception to completion.
- Ability to be pragmatic and work with a degree of ambiguity to deliver successful project and business outcomes without compromising objectives and benefits.
- Good stakeholder management skills, building relationships across the business.
- Ability to roadmap projects to prioritise most urgent needs for release.
- Flexible in approach and able to pivot in a different direction or onto other projects as required due to changing business priorities.
- Good communication skills at all levels.
- Awareness of change management.
- Experience of IT project management
- Some exposure to project governance & controls
- Some exposure to project reporting.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position