

Job Title:	Senior Project Manager
Department:	Technology
Reporting To:	Head of Technology Change
Direct Reports:	None

Job Purpose

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

Demonstrate the value of project management, change management and business readiness practices and principles. Become a recognised subject matter expert to the wider business and champion the R&A's delivery framework.

Utilise experience gained in previous roles 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. Provide oversight of projects led by third parties or internal technical teams where required.
- Manage multiple projects of varying complexity, risk level and duration 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 resource 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 complex IT project delivery, business landscapes and or stakeholder environments.
- Strong planning, reporting and documentation skills.
- Ability to be pragmatic and work with a degree of ambiguity to deliver successful project and business outcomes without compromising objectives and benefits.
- Strong 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.
- Able to contribute to continuous improvement activities within the Technology Change team.
- Ability to act as mentor or role model for project managers.
- Business readiness experience.
- Experience of non-IT project delivery
- Experience of project governance & controls
- Experience of working with governing or regulatory bodies
- Experience in a variety of industry sectors.
- Change management experience using a recognised framework.