

JOB DESCRIPTION

Job Title:	IT Project Manager / Rheolwr/wraig Prosiect TD
Department:	Finance
Reporting to:	Head of IT and Projects
Location:	Home and Office

PURPOSE OF ROLE:

The charity is currently undertaking a digital transformation programme of works to move all IT Services to the cloud and to accommodate a more agile way of working. This role will deliver some key projects of the digital transformation programme. These projects include moving essential services and systems to alternative cloud solutions; testing IT business continuity of the new cloud infrastructure; procuring and implementing new tools / software to better data management and integration between systems; and more

As a Project Manager you'll plan, execute and finalise projects to the required standard of quality and within specified constraints of time and costs. You'll support the work of the Head of IT and Projects in achieving the digital transformation programme.

MAIN DUTIES AND RESPONSIBILITIES:

Project Planning & Management:

- Provide effective project management for key cross organisational projects
- Develop full scale project plans and associated communications documents
- Identify and manage project risks, issues and opportunities to ensure that the project maintains compliance to the agreed quality, cost and duration targets
- Define project success criteria and communicate to involved parties throughout project life cycle
- Determine and assess needs for additional staff during the project cycle and make recommendations to the Head of IT and Projects
- Build, develop, and grow any relationships vital to the success of the project
- Facilitate meetings and workshops as appropriate
- Implement and manage project changes

Communication and Reporting:

- Set and continually manage project expectations with team members and other stakeholders
- Liaise with project stakeholders on an ongoing basis

- Effectively communicate the project expectations to team members and stakeholders in a timely and clear fashion
- Present clear, concise written and verbal communication to keep customers, stakeholders, senior management and project team members informed of progress, risks, issues and opportunities to ensure project deliverables are achieved
- Produce regular highlight reports for each project to be shared and discussed with the Head of IT and Projects

Evaluation:

- Conduct project wash up and create recommendations report to identify successful and unsuccessful project elements
- Work with the Head of IT and Projects to develop best practices and tools for project management and execution

Managing Resources:

- Lead and direct a project group:
 - Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work
 - Foster a 'can do' culture by actively seeking solutions to problems
- Identify and resolve issues and conflicts within the project team
- Manage the project resource allocation:
- Delegate tasks and responsibilities to appropriate staff
- Monitor a project budget providing developments as appropriate

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post. You will be subject to annual performance reviews which will incorporate a review of these duties and performance over the year.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 1998.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge		
Knowledge of project management techniques and skills – preferably Prince 2 qualification	●	
Understand the process and dynamics required for building a team	●	
Knowledge of both theoretical and practical aspects of project management.	●	
Demonstrable project management competence	●	
Competent in using Microsoft O365 and Teams	●	
Experience of the third sector		●
Competent in Project Management Tools such as Microsoft Project		●
Proven experience in change management		●
Skills		
Ability to effectively and efficiently plan and coordinate multiple tasks/projects.	●	
Can effectively negotiate and use persuasion when necessary to ensure the success of the team and project	●	
Ability to lead, influence and develop team members to achieve results.	●	
Leadership: Gains consensus, establishes direction, inspires and motivates others	●	
Planning, prioritising and time management	●	
Ability to manage multiple projects and budgets	●	
Sees opportunities in, and can influence the outcome of unexpected events	●	
Logical thinker with creative problem-solving ability	●	
Ability to work with minimal supervision	●	