



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Generic - Projects and Programmes

Job Description – Project Manager

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Job Description

Job Title	Project Manager
Directorate	Generic - Projects and Programmes
Band	7

Overview of the job	<p>The Band 7 Project Manager has the authority to run a small project or initiative on a day-to-day basis on behalf of the project board / SRO. They are responsible for ensuring that the project produces the required products within the specified tolerances of time, cost, quality, scope, risk and benefits. For larger projects, they will manage particular aspects of the work / workstreams and report to the Band 8 or 9 Project / Programme Manager.</p> <p>This could be considered a developmental role for staff who aspire to manage larger projects in their own right at Band 8 or 9 and support will be offered to ensure progression to higher levels.</p>
Summary	<p>The Project Manager will require professional expertise in the effective use of project methodologies and techniques in managing a variety of projects and the day to day delivery of the project team.</p> <p>The job holder will be responsible for managing the project to support a result capable of achieving the benefits defined in the Business Case.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Day to day management of the project, project theme or workstream. • Ensures project delivers to quality, time and budget within agreed tolerances. • Prepare appropriate project documentations in conjunction with any Project Assurance roles, and agree them with Project Boards. • Plan, monitor and control the project in order to achieve programme/project objectives. • Create a mechanism to identify, measure and report risks and mitigation. • Ensure that progress is appropriately reported, controlled and maintained. • Identify the resources and processes necessary to deliver each stage of the project's lifecycle. • Responsibility for change control and any configuration management. • Act as a central point of contact and source of information for stakeholders. • Prepare and report to the Project Board through Highlight Reports or any other relevant documentation. • Help lead and motivate the project management team. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>

Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Working Together • Changing and Improving • Delivering at Pace
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Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Communication – verbal and written • Organisational skills • Planning skills • Budgeting skills • Conflict management skills • Negotiating skills • Influencing skills • Leadership skills • Business acumen/cultural understanding skills • Working under time pressures
Technical Requirements	<ul style="list-style-type: none"> • Have technical knowledge of managing risk and project lifecycles • Recognised project management qualifications, e.g. PRINCE2, Association for Project Management (APM), Managing Successful Programmes (MSP) or equivalent experience of managing staff and stakeholders to deliver a particular goal • Competent user of IT incl. Microsoft Project
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions			Communication – verbal and written	Have technical knowledge of managing risk and project lifecycles
Working Together			Organisational skills	Recognised project management qualifications, e.g. PRINCE2, Association for Project Management (APM), Managing Successful Programmes (MSP) or equivalent experience of managing staff and stakeholders to deliver a particular goal
Changing and Improving			Planning skills	Competent user of IT incl. Microsoft Project
Delivering at Pace			Budgeting skills	
			Conflict management skills	
			Negotiating skills	
			Influencing skills	
			Leadership skills	
			Business acumen/cultural understanding skills	
			Working under time pressures	