



# Role Profile



Role Title **SEO Project Manager**

Job family group Strategy, Analysis and Change Directorate

Job family/ies Change Directorate

Grade SEO

Status For internal use

**Role Purpose (250 words max)** As an SEO Project Manager, you will be responsible for the day-to-day management of a project or workstream, including leading and coordinating the project team. You will be responsible for driving and overseeing the delivery of the project to ensure that the objectives are clearly defined and achieved within the agreed time, cost, and quality constraints. As an SEO Project Manager, you will play a key role in project governance and working with stakeholders, to ensure the agreed project outputs are delivered to enable benefits to be realised.

## Key Accountabilities (600 words max)

- Define and document project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communication documents.
- Effectively set and communicate project expectations to project team members and stakeholders in a timely and clear fashion.
- Support the Project Manager in the development of initiation documents and Business Cases with input from specialists as necessary.
- Manage stakeholders and ensure effective communication throughout the project lifecycle.
- Develop and execute a comprehensive communications strategy/plan to keep all relevant parties informed.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Develop a sound project plan that suitably identifies resources and project outputs.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.

- Take ownership and responsibility in terms of time, quality and cost for all assigned projects or workstreams in larger projects.
- Monitor the project budget, including tracking against supplier statement of works/timesheets.
- Execute project lifecycle in accordance with in-house processes, embracing Agile project delivery.
- Take an active role in supporting procurement of third-party services and ensuring commercials are adequate for delivering.
- Provide effective RAID management.

#### Knowledge, Skills and Experience (500 words max)

- Experience of delivering projects or a defined workstream within a larger programme, including planning, tracking and reporting progress. **(Lead Criterion)**
- Ability to manage risks, issues and dependencies, taking action to keep delivery on track.
- Experience of working with stakeholders to deliver agreed outcomes, including handling challenges and escalating appropriately.
- Experience delivering projects (or ability to deliver work) on time, within budget, and to the required quality standards in a structured environment.
- Experience producing clear, concise written outputs (e.g. reports, briefings or contributions to business cases or equivalent documents) for a range of audiences.
- Working knowledge of project governance and approval processes (or equivalent in other organisations).

#### Desirable

##### Project Management Qualifications (or willingness to work towards)

- Prince 2 Practitioner
- APM Project Management
- PMI Project Management Professional
- Leading and Managing Project Workstreams

#### Problem Solving and Decision Making (300 words max)

- Lead project workstreams in analysing and resolving competing and conflicting priorities making decisions on delivery and prioritisation as necessary.
- Day to day management and leadership of the project and the project team. Set project controls. Design the project structure appropriate to stage. Select and apply appropriate delivery methodologies.
- The ability to influence both internal and external stakeholders and reconciling of differing priorities.
- Schedule / manage resources to deliver the project. May work independently or with a small team.
- Ensure benefits are identified, understood, measured, tracked, and owned. Ensure appropriate Benefits Realisation Strategy is in place and monitor longer term delivery of benefits against the Business Case.

- Understanding and analysis of issues/problems and potential solutions ensuring project objectives are met, taking into account views from a wide range of parties; reconciling differences.

#### Management of Resources (250 words max)

- Build Project /Workstream Plan and apply appropriate project principles to deliver stated objectives. Identify and set appropriate Project Controls. Track and report delivery against milestones.
- There will be line management of Project Delivery Professional(s) as part of this role, including the management of direct report's HR and well-being, development with a focus on coaching and mentoring, ensuring quality and standards of PPM are upheld.
- Lead on developing, securing, and agreeing budget forecasts for projects to enable delivery to be tracked against budget. Overall responsibility for delivery of the project/workstream including recommending options around under and overspends across project budgets.

#### Autonomy (250 words max)

- Expect to work independently, setting priorities of the project team or workstream and be responsible for the day to day management of tasks.
- Review progress against project plans and milestones, escalating where project tolerances are breached.

#### Key Relationships and Contacts (300 words max)

- As project manager you will work alongside a team of project professionals who each lead on their respective functions.
- Provide support and advice to the project team(s) on appropriate tools and techniques for managing stakeholder relationships, taking ownership when required to ensure relevant results are achieved.
- The role holder will communicate with a wide range of people, including senior grades within the Department and externally.
- Build and maintain good working relationships with key stakeholders including SRO/ Sponsor, Programme Director, SPMs, Central Portfolio Office, Commercial colleagues, Finance, wider MoJ/ Policy, external stakeholders and with other government departments.

