



Role Profile



Role Title **G6 Project Manager**

Job family group Strategy, Analysis and Change Directorate

Job family/ies Change Directorate

Grade G6

Status For internal use

Role Purpose (250 words max) As a G6 Project Manager, you will lead and manage large-scale, highly complex, and sometimes contentious programmes and projects, overseeing the project team on a day-to-day basis. You will be responsible for driving and ensuring the successful delivery of projects, with clearly defined objectives achieved within agreed time, cost, and quality constraints. You will report to a Project Director who holds responsibility across a broad portfolio of projects and programmes. As such, the G6 Project Manager can expect to be the most senior project delivery leader dedicated to their assigned projects or programme on a day-to-day basis.

Key Accountabilities (600 words max)

- Be accountable as the senior Project Manager for partnership delivery of a large scale, highly complex and contentious project, within a political/policy/legislative environment. The project will be made up of multiple workstreams and may form part of a wider programme.
- Create and lead project to deliver the agreed outcomes within time, cost and quality constraints.
- Day-to-day management and leadership of the project and project team and workstreams. Provide effective leadership and management controls. Set project controls. Design the project structure and organisation appropriate to stage. Set appropriate delivery methodologies. Manage effective transition between project phases.
- Develop and draft the business case, with input from specialists as necessary.
- Develop the budget and track delivery within budget.
- Identify skill requirements and deploy and develop resources. Manage project team.
- Deliver the agreed business case benefits and outcomes. Ensure appropriate Benefits Realisation Strategy is in place and monitor longer term delivery of benefits against the business case.
- Identify and manage stakeholder relationships and need for senior level support. Manage internal and external relationships as appropriate.
- Identify and monitor project risks and issues. Develop mitigating actions and escalate as appropriate. Identify and work with related projects/workstreams to manage interdependencies.

- Support effective governance and decision making. Provide reporting and engage in mechanisms that hold you to account for delivery as the project manager.
- Engage with assurance reviews and support action on recommendations. Organise assurance processes such as gateway reviews, as required.
- Ensure effective change management processes are in place agree and document changes to deliverables as agreed with stakeholders.
- Provide support, guidance and coaching for the project team. Show commitment to personal development. Promote effective individual and team performance.
- Manage programme commercial arrangements, including determining project requirements, supporting procurement activities, contract management and developing effective supplier relationships to ensure business objectives are jointly met.

Knowledge, Skills and Experience (500 words max)

- Demonstrable experience of leading the delivery of large-scale, complex or high-risk projects, programmes or portfolios, with accountability for outcomes across multiple workstreams, delivery partners or organisational boundaries. **(Lead Criterion)**
- Proven experience of providing leadership across multi-disciplinary teams and delivery partners, including setting direction, driving performance, and ensuring delivery across multiple interdependent workstreams in complex and changing environments.
- Strong understanding and expert application of project delivery approaches, including planning, governance, risk and issue management, and the use of structured methodologies to successfully deliver projects.
- Proven experience of setting, managing and forecasting substantial project or programme budgets, and working effectively with commercial colleagues and external suppliers to deliver value for money and successful project outcomes.
- Excellent stakeholder management skills, including the ability to work across boundaries to influence and gain confidence of senior project delivery leaders and sponsors.
- Experience of producing high-quality business cases and leading them through governance and approval processes, ensuring projects are robust, deliver value for money and achieve intended benefits.
- Experience of contract management and working with suppliers to deliver business outcomes, including overseeing performance, managing risk, and driving value for money through effective commercial relationships across complex delivery arrangements.
- Professional qualification requirement: You must hold (or have completed) at least one recognised project or programme management qualification, such as PRINCE2 Practitioner, APM Project Management Qualification (PMQ), Agile certifications, PMI Project Management Professional (PMP), MSP Practitioner, PMI Program Management Professional (PgMP), or APM Chartered Project Professional (ChPP).

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.
- Provide expert guidance and insight whilst leading on developing and implementing a complex project in a fast paced and changing environment.
- Implement a reporting structure to provide a mechanism to support delivery, highlighting potential problems at an early stage to enable mitigation, providing solutions and recommendations to appropriate governance board.
- Understanding and analysis of issues/problems and potential solutions which can drive or change to business strategy, taking into account views from a wide range of parties; reconciling differences.
- The ability to influence both internal and external stakeholders and reconciling of differing priorities.
- The ability to resolve collaboratively strategic issues involving organisational interdependences.
- Set strategy and vision, translating into delivery objective for the team. Develop and maintain Project Plan. Identify and set appropriate Project Controls. Manage performance and report progress to sponsors.

Management of Resources (250 words max)

- Lead on developing, securing, and agreeing budget forecasts across a number of interdependent projects to enable delivery to be tracked against budget. Overall responsibility for delivery of the projects including recommending options around under and overspends across project budgets.
- For projects where funding is provided external to HMCST, identify, negotiate and reach agreement for funding stream.
- Line Management of project team.
- Oversight and delivery of commercial arrangements required for the delivery of the project through developing effective supplier relationships and robust contract management.
- Responsible for setting and articulating the project strategy and vision ensuring alignment with corporate objectives.
- Develop and share clear narratives, for a wider range of users, explaining the vision and how their contributions can help successful delivery of the organisation's objectives.
- Provide leadership, direction and strategy to a diverse and dispersed multi-functional team, creating a culture which values innovation and creativity, supporting appropriate risk taking.

Autonomy (250 words max)

- Lead and be responsible for managing several interdependent, large scale, complex or contentious projects.
- Day to day decision making with escalation through formal channels when agreed tolerances for the project are breached.
- Provide effective leadership and management controls. Set project controls. Design the project structure and organisation appropriate to stage. Set appropriate delivery methodologies.

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

- Work at this level can have a major impact on the achievement of departmental objectives or bear a significant risk for the department.
- Develop and maintain strategic partnerships and relationships and influence others where there may be divergent and conflicting views.
- Provide support and advice to project teams based on knowledge and previous experience taking ownership when required to ensure relevant outcomes are achieved.
- Delivery of results through others and effective negotiation at senior levels will be key to success.
- This role requires significant leadership, management, representational and influencing skills both within the organisation and with external stakeholders, including other government departments.