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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | **Post Details** | | | | | | | | | | | | | | | | | |
|  | Job Title: | | IT Project Manager | | | | Function: | | | | IT Department | | | | | | | |
|  | Location: | | 4 More London | | | | Unique Post Number: | | | |  | | | | | | | |
|  | Reports To: | | IT Compliance, Change & Delivery Manager | | | | Grade: | | | | MG1 | | | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | | | | | | | |
|  | The purpose of job is to provide project management across multiple projects that require IT involvement, varying in complexity, size and duration.  The Project Manager (PM) shall be responsible for the end-to-end delivery of the designated project throughout its project lifecycle. A key purpose of the job is to shape the project, providing structure and governance, and to drive optimum delivery of stated benefits and desired outcomes.  Working within Southeastern Trains projects methodology, the PM will create a plan, manage delivery of the project to realistic and agreed timelines in line with resource availability and capacity, and ensure cost and quality parameters are managed through the delivery cycle, to meet deadlines  The project manager shall engage stakeholders from across the organisation during project initialisation and the lifecycle of the project, as well as working with other business project managers where the project scope expands beyond IT | | | | | | | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | The role shall create, mobilise and manage the projects from initial planning phases through to completion.  Generating progress reports and highlighting issues and exceptions at suitable times, set by the size and duration of the project  Manage project risk within set tolerances.  Deliver projects to the agreed technical, business and cost parameters, following project stage gate controls  Detailed planning incorporating all dependencies, managing all aspects of RAID (risks, assumptions, issues and dependencies)  Develop and ensure implementation plans minimise disruption to the business  Provide project update reporting for the IT Change Panel and attend key project gate control meetings  Work with IT management and IT team members during the project  Engage with and manage supplier deliverables where required within the project scope  Champion early engagement with IT amongst the business when they are considering and developing initiatives.  Undertake any other activity that is commensurate with the role, as requested by management | | | | | | | | | | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | | | | | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | | | | | | | | | Yes |  | | No | | ✓ |
| D2 | This is a KEY SAFETY POST | | | | | | | | | | | | Yes |  | | No | | ✓ |
| D3 | This post requires SECURITY CLEARANCE | | | | | | | | | | | | Yes |  | | No | | ✓ |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | | | | | | | | | Yes |  | | No | | ✓ |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | | | | | | | Yes |  | | No | | ✓ |
|  |  | | | | | | | | | | | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | | | | | | | | | | | |
|  | None | | | | | | | | | | | | | | | | | |
| E | **Decision making Authority** | | | | | | | | | | | | | | | | | |
| E1 | N/A | | | | | | | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | | | | | | | | | | | |
| F1 | Managing project deliveries in parallel, within a busy department | | | | | | | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | | | | | | | | | | | |
| G1 | Experience, Knowledge & Qualifications At least 5 years proven Project Management delivery within IT  Excellent understanding of how to deliver technology change within an environment where multiple other change projects are happening at the same time.  Fluent delivery using structured Project Methodology and project tool kits  Good standard of education with project management qualifications, excellent written and verbal skills, able to represent at governance forums and Boards.  Able to work collaboratively across an organisation, experience in management of stakeholder relationships.  Strong organisation skills, able to work under pressure and to deadlines whilst providing accuracy at all times.  Able to use judgement and provide sound justification for decisions, tailoring approach to delivery based on experience. | | | | | | | | | | | | | | | | | |
| G2 | Skills (including any specific safety critical competencies) Honesty and Integrity – Is transparent and honest and takes full responsibility for actions. Demonstrates confidence and courage and deals effectively with difficult situations.  Administration & Organisation – Undertakes relevant administration duties effectively, plans and coordinates own work load demonstrating good organisational skills. | | | | | | | | | | | | | | | | | |
| G3 | **Other** | | | | | | | | | | | | | | | | | |
| H | **Dimensions of role** | | | | | | | | | | | | | | | | | |
| H1 | Financial – Direct: | | | | | | | | |  | | | | | | | | |
| H2 | Financial – Other: Project budget tracking | | | | | | | | |  | | | | | | | | |
| H3 | Staff Responsibilities – Direct: | | | | |  | | | | | | | | | | | | |
| H4 | Staff Responsibilities – Other: | | | | |  | | | | | | | | | | | | |
| H5 | Any Other Statistical Data: | | | | |  | | | | | | | | | | | | |
| I | **Acknowledgement** | | | | | | | | | | | | | | | | | |
| I1 | Prepared By: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| I2 | Approved By (Head of Department): | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **J** | **Job Description Briefing** | | | | | | | | | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | | | | | |
|  | Name of post holder: |  | | | Signature: | | |  | | | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | | Signature: | | |  | | | | | | | Date: | |  | |
| **K** | **Nominated Deputy for Safety requirements** | | | | | | | | | | | | | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | | | | | | | | | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | | | | | |
|  | Name of nominated deputy: |  | | | Signature: | | |  | | | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | | Signature: | | |  | | | | | | | Date: | |  | |