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| Role Title  | Lead Project Manager |
| Function & Dept. | SCC UK Technology Services |
| Career Growth Level | Collaborating & providing Technical Knowledge (E)  |
| CGP Descriptor  | Specialist team members with experience of specific fields, may have some involvement in amending and constructing processes to criteria. Technically or operationally knowledgeable in a defined field or, may have responsibility for key customer engagement activity |
| Team  | Project & Transition Management  |
| Reports to | Project & Transition Management Lead |
| Role Purpose  | The Lead Project Manager is responsible and accountable for the successful completion of professional services projects for SCC’s end customers and will ensure that all Projects are delivered with a mix of time and materials and fixed price contracts toward high profile public sector and private sector clients.  |
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| Key Responsibilities  |
| 1. Ensure correct start up and management of the project, via the Acceptance into Projects process, implementing the SCC model and agreed procedures set out within the PMO governance model utilising SCCs chosen project management system and document repository tools. Lead Project Managers will be responsible for running projects of larger scale, scope, complexity, risk and financial value. However where business needs require they will also be required to run standard projects.
2. Documents MSP plans to the appropriate level of detail and quality for different stages of the project.
3. Performs critical path analysis on plans & prioritises resource allocation to the tasks within the critical path.
4. Identifies and manages the interdependencies with a project.
5. Leads on the development and the updates of the project plan.
6. Manages others to ensure the completion of deliverables to time, cost and quality according to the project plan.
7. Collaborate with engineering leads to define project deliverables, set milestones, and allocate resources effectively.
8. Develops a change control plan to help achieve the projects objectives.
9. Accountable for the handover of project deliverables to customer / business as usual teams.
10. Recognises and communicates early warning signs of scope creep.
11. Reports and escalates any changes to the project, ensuring the change control process is followed.
12. Assesses the impact of the change to the project plan and objectives of the project.
13. Assesses and prioritises stakeholder’s requirements and manage their expectations.
14. Manages financial performance (cost and margin) on a project.
15. Understands and presents information contained within financial reports and adjusts project accordingly.
16. Understands and manages the overall budget and margin for a project based on cost model. Will be ultimately responsible for the delivery and to the agreed profit margins and cost model.
17. Ensures the project adheres to stringent change control processes.
18. Understands the relationship between the resource plan, the cost plan and the margin.
19. Is responsible for ensuring risks are being actively managed in risk register.
20. Updates the project plan upon reflection of risks and issues.
21. Efficiently escalates project issues that enables effective mitigation plans.
22. Challenges on risk mitigation plans.
23. Mentoring of Associate & Project Managers in support of their learning & development objectives.
24. Deliver clear and concise stakeholder management internal and customer facing including Project Board creation, liaison with other key SCC service providers and 3rd party organisations.
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| Person Specification  |
| 1. Broad level of competence IT (Information Technology) or related industry, with a demonstrable ability of delivering complex projects on-time, to budget and quality.
2. Ability to forecast complex project budgets and deliver against forecast with the ability to clearly communicate and escalate where budget will be breached.
3. Demonstratable ability of ensuring projects run to the agreed base line and knowledge to foresee and enact relevant change processes where necessary.
4. Demonstrable ability of running large scale, simultaneous, high-profile projects successfully.
5. Understanding of the Digital Workplace, Networking and Enterprise, what this means and the key customer challenges and technical solutions in this space.
6. Project team management to ensure that the candidate always leads by example.
7. Strong relationship building, communications and management skills both with internal and external stakeholders.
8. Ability to challenge, negotiate and influence constructively at various levels including senior stakeholders.
9. Organised and structured approach to project documentation and project artifacts.
10. Must be able to obtain the Government and/or Police Security levels required in order to meet the operational requirements of the role (no caveats) and as per the requirements stipulated in relevant customer contracts.
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| Key Competencies |  | Level  |
| 1. | Planning and organising  | 2 |
| 2 | Influencing and Negotiating | 1 |
| 3. | Strategically Thinking | 1 |
| 4. | Communication Skills | 2 |
| 5. | Workforce Planning  | 2 |
| 6. | Project Management  | 2 |

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| Value Behaviours  |  | Level |
| 1. | Responsibility  | N/A |
| 2. | Passion  | N/A |
| 3. | Customer First  | N/A |
| 4. | Agility  | N/A |
| 5. | Family  | N/A |

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| Version  | Date  | Description  | Approved by  | Date  |
| 1.0  | November 2023  | Original  | HR  | November 2023  |
| 2.0 | March 2024  | Formatting of cells  | HR  | March 2024  |
| 3.0 | July 2024 | HR Review | HR | July 2024 |