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| Role Title  | Private Cloud 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  | Enterprise Cloud Team (Digital)  |
| Reports to | Head of Cloud Services |
| Role Purpose  | The Project Manager is responsible and accountable for the successful completion of 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. Run and manage Key Projects within Digital
2. Performs critical path analysis on plans & prioritises resource allocation to the tasks within the critical path
3. Drives the projects under control, creating necessary escalations to ensure projects are delivered on time and to budget
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 on a project reporting to key stakeholders as necessary.
15. Understands and presents information contained within financial reports and adjusts project accordingly
16. Understands and manages the relationship between the resource plan, the cost plan and the margin
17. Is responsible for ensuring risks are being actively managed in risk register
18. Updates the project plan upon reflection of risks and issues
19. Efficiently escalates project issues that enables effective mitigation plans
20. Challenges on risk mitigation plans
21. 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. Ideally good knowledge of data centre moves with a strong technical background
2. Broad level of competence IT (Information Technology) or related industry, with a demonstrable ability of delivering complex projects on-time, to budget and quality.
3. Ability to forecast project budgets and deliver against forecast with clear communication and escalation where budget will be breached.
4. Demonstrable ability of running several simultaneous high-level projects successfully.
5. Understanding of the Digital platforms, 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. Organised and structured approach to project documentation and project artifacts.
9. 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  | 1 |
| 2 | Influencing and negotiating | 1 |
| 3. | Strategically Thinking | 1 |
| 4. | Communication Skills | 1 |
| 5. | Workforce Planning  | 1 |
| 6. | Project Management  | 1 |

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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 | March 2025 | Digital | HR | July 2024 |