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| **JOB DESCRIPTION** |
| **SUMMARY INFORMATION** |
| **Job Title:** | Project Manager PMO |
| **Department:** | Corporate Resources and Finance  |
| **Contract Type:** | Permanent |
| **Job Purpose:** | To Project Manage technology-based projects globally, ensuring they are delivered on time, to budget and to our governance standards |
| **Job Band:** | D3 |
| **Reports to:**  | PMO Manager |
| **Direct Reports:** | None |
| **Other Key Contacts:** | * Directors
* IT
* Corporate Resources teams (Finance, IT, Risk, etc.)
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| **Financial Responsibilities:** | * Budget monitoring accountability for IT projects
* Identification, assessment and management of project financial risks and issues
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| **Location:** | Head Office with some hybrid working flexibility |
| **Working hours:** | 37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked  |
| **Travel:** | Occasional international travel may be required, dependent on project deliverables |
| **Right to work:** | Must have the right to work in the UK |

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| **BACKGROUND** |

The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural, and architectural heritage and ensure that the stories of those who died are told.

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| **KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE** |

**General**

* Oversee and co-ordinate IT-related projects / change initiatives, and ensure IT project management and CWGC governance processes are followed
* Project manage individual projects within the overall programme
* Project and programme level planning and reporting
* Direct and manage the full project lifecycle
* Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
* Delegate project tasks and responsibilities to appropriate internal and external team managers
* Support the process of project prioritisation, approval and initiation and the monitoring of budgets
* Provide a quality assurance role ensuring that projects are well managed and adhering to the appropriate standards and good practice
* Manage the identification, assessment and escalation of project risks and their dependencies within the portfolio
* Ensure that projects adhere to agreed scope and any changes are properly change managed
* Develop good working relationships with internal and external project stakeholders

**Job Functional Knowledge**

* Experience of project managing, using both waterfall and agile methodologies, technology implementations within a global organisation, and strong stakeholder management skills

**Business Expertise**

* Sound grasp of cost control principles to ensure projects are delivered within budget

**Leadership**

* Excellent stakeholder management skills: able to influence and gain assistance from decision makers, to build and lead project-specific work teams

**Problem Solving**

* Strong analytical skills required

**Nature of Impact**

* Instrumental in delivering the CWGC’s service digitisation and information technology roadmap

**Area of Impact**

* Globally, many of the CWGC’s technology implementations potentially impact staff and operations around the world

**Interpersonal Skills**

* The role requires a high degree of organisation and a good influencer/negotiator

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| **PERSON SPECIFICATION** |

**Education and Knowledge**

**Essential**

* Prince2 Practitioner or equivalent qualification
* Strong Microsoft skills: Teams, SharePoint, Word, Excel
* Experience in using MS Project or similar project planning applications
* End-to-end experience of managing multiple concurrent projects
* A strong track record of successful delivery and benefits realisation
* Knowledge of the software development lifecycle
* Knowledge of ITIL Service Management and how this relates to IT change projects

**Desirable**

* Educated to degree level or equivalent experience
* An ability to prepare and interpret flowcharts, schedules, and step-by-step action plans
* Familiarity with risk management and quality assurance control
* Knowledge of key IT infrastructure components desirable
* Digital experience highly desirable (website, apps, ecommerce and cloud)

**Experience**

**Essential**

* Demonstrable experience of managing complex projects
* Skilled at liaising with project stakeholders to understand requirements and ensure objectives are met
* Delivering technology projects within a global organisation

**Desirable**

* Working for a not-for-profit organisation

**Skills and Abilities**

* Excellent communication skills both oral and written
* Excellent organisational and time management skills
* Ability to forge good relationships across the organisation, with good influencing and negotiating skills
* Ability to plan and manage self and workload to achieve objectives and targets
* Flexibility to travel internationally, sometimes at short notice
* Attention to detail and resilient when working under pressure
* An alignment and adherence to the CWGC’s Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
* Health and Safety responsibility for self and others

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.*

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**Signatures**

Name of Job Holder: Signature: Date:

Name of Line Manager: Signature: Date: