
TITLE: Projects Manager

GRADE: 10

RESPONSIBLE TO: Group Director Strategic Projects

PURPOSE OF JOB:

- To manage projects within the remit of the Strategic Projects team.
- To manage project reporting and claims processes with project funding bodies.
- To support the development of project funding applications as required.

MAIN TASKS AND RESPONSIBILITIES:

1. Particular to the Post:

- 1.1 To manage projects within the remit of the Strategic Projects team, including:
 - 1.1.1 To develop project plans and monitor progress against them, ensuring delivery in line within the agreed timelines.
 - 1.1.2 To lead project teams, assigning work packages to project team members and ensuring their delivery.
 - 1.1.3 To proactively monitor project risks and issues and escalate them as required.
 - 1.1.4 To advice on project management practices at NCC, ensuring that a consistent approach is taken to project management by all staff and teams.
 - 1.1.5 To produce reports for project boards, reporting on progress and escalating issues and risks as appropriate.
 - 1.1.6 To prepare project documentation in line with the NCC Project Management Approach.

- 1.1.7 To conduct project evaluations and produce final reports which capture lessons learnt.
- 1.2 To manage project reporting and claims processes with funding bodies:
 - 1.2.1 To draft project reports to project funding bodies, ensuring they are submitting within the agreed timelines via the appropriate means.
 - 1.2.2 To monitor project budgets, working closely with Finance, to report on project spend to funding bodies.
 - 1.2.3 To issue funding claims to project funding bodies as required.
 - 1.2.4 To secure appropriate internal sign-offs for project reports, claims and contracts.
- 1.3 To support the development of funding applications as required:
 - 1.3.1 To review the requirements from the funding bodies and communicate these with the internal teams for which funding is being applied for.
 - 1.3.2 To develop project plans, project budgets and project risk registers in support of funding applications.
 - 1.3.3 To coordinate the collection of information required to complete the funding applications.
 - 1.3.4 To secure the appropriate approvals for submitting funding applications.
 - 1.3.5 To submit funding applications within the agreed deadlines and track their review and approval processes.

2. In common with all other staff:

- 2.1 To support the College's mission, vision, values and strategic objectives;
- 2.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 2.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 2.4 To implement the College's health and safety policies and practices.
- 2.5 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

3. In common with all other support staff:

- 3.1 To participate in College-wide projects and tasks.
- 3.2 To work in other support services areas to meet the specific needs of workload peaks.
- 3.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

4. Person Specification:

- 4.1 Significant experience in managing complex and sometimes sensitive projects. Experience in managing capital projects and/or business improvement projects is desirable.
- 4.2 Experienced in producing project reports, including for project funding bodies.
- 4.3 Experienced in coordinating the submission of project funding applications.
- 4.4 Qualified in project management, either with PRINCE2 or another recognised project management qualification.
- 4.5 Qualified in Lean Six Sigma or other continuous improvement methodologies is desirable.
- 4.6 Highly organised and excellent attention to detail.
- 4.7 Proficient computer skills and expertise in the use of software packages and applications, incl. Visio and MS Office Suite (Project, Word, Excel and Powerpoint).
- 4.8 Excellent interpersonal and communication skills, both in writing and speaking.
- 4.9 Ability to work on own initiative, carry out a range of tasks and duties independently and to organise prioritise and schedule work to meet strict deadlines.
- 4.10 Ability to establish good working relationships with internal colleagues and external project team members.

Additional Information:

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:00 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.