

Job Description

Job details

Job Title:	Project Manager
Department:	Operations
Role reports to: (Managers Job Title)	Resource Manager – Projects & Coordination
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Job Number (HR use)	600

Job purpose - overview

The Project Manager executes specific projects consistent with company strategy, goals and commitments. Project Managers use defined project management processes, software, and documentation to maintain project deliverables and resources.

Core accountabilities

- Manages project development and execution from initiation to closure according to defined WRAP processes.
- Works with project sponsor for the culmination of projects; outlining goals, budgets, timing, deliverables, project scope and required resources.
- Completes work breakdown structure for the estimate of efforts needed for each task.
- Prepares and provides a project schedule to all participants to identify the commencement of their tasks.
- Drafts all necessary project documentation including, but not limited to PIDs, Project Plans and Reports, Project Dashboards, Change Request Forms, Project Closure Documents and output reports.
- Communicates the expectations to project sponsors and team members.
- Resolves issues and solves problems throughout the project cycle.
- Determines the requirement for external contractors or consultants to accomplish the project plan, recruits and manages appropriate staffing if required.
- Tracks and reports project milestones. Provides status reports to project sponsors.
- Leads, coaches and motivates members of project team to deliver project requirements.
- Shares best practice and expertise on a number of areas as identified by the Resource Manager.
- Determines the outputs of project and completes post-project evaluations (as part of project closure) to determine the results.
- Undertake other tasks as required by the HOP, Director or Resource Manager.

Core Organisation competencies

Adaptable to change:

Responds and behaves positively to change, identifies and acts upon new opportunities.

Building relationships:

Proactively develops internal and external relationships acting as an advocate and generating momentum for achieving WRAP's goals.

Personal commitment:

Demonstrates commitment, energy and enthusiasm for achieving challenging goals.

Teamwork:

Encourages and develops cross-functional working and builds teams based on results to be achieved.

Specific competencies (taken from the competency wheel)

Planning and Organising

Quality Focus

Stakeholder Management

Job essentials (formerly part of the Person Spec)

- Evidence of operational experience in fast-paced, collaborative environment.
- Expert project management and budget management skills and experience. Supported by relevant Project/Programme Management Qualification.
- Experience of bringing together different stakeholders and facilitating partnership approaches to working to successfully deliver projects.
- Demonstrable experience of managing project teams virtually and directly.
- Excellent communication skills, both written and verbal.
- Confident presenter
- Excellent attention to detail; well organised and able to prioritise.
- Significant evidence of delivering successful projects at different sizes and complexity.
- Uses knowledge and insight to define priorities and feed into project delivery and programme planning.
- Has the availability to travel if required

Desirable

- Grant management experience
Or
- Management of international projects and stakeholder