L&Q Group

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| **Role title** | Technical Project Manager | | | | | | | **Date** | | 17/06/19 | |
| **Reports to Title** | Technical Project Lead | | | | | | | **Version** | | V1.2 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **X** | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| Completes infrastructure and other Enterprise Service projects by organizing and controlling project elements from initiation through delivery. Performs technology project management function of supporting both KTLO and change led needs. Projects may vary and include the following: system and enterprise applications implementations, cross-functional process improvement initiatives, new software product implementation, infrastructure/security projects. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| 1. Leadership and management including customer service/ values  * Provide detailed planning and project management of software development projects, utilizing Agile methodologies * Ensures project governance processes are followed, collaborating with stakeholders to ensure there is cross-functional representation; partners with product owners for appropriate prioritization; cross-functional partnership to remove impediments; accurately reports on comprehensive project status weekly. * Creative thinker with the ability to encourage creative ideas of others. Ability to handle multiple high priority tasks and projects simultaneously; able to work under pressure. | | | | | | | | | | | 20 |
| 1. Strategy/ achieving objectives  * Assess and assure project progress, providing support to other Technical Project Managers where required to ensure successful project delivery * Provide project leadership and accurately reports on project progress relative to schedule, scope, budget, and quality * Act as trusted advocate to product strategists, accountable as the project manager for assigned projects * Create Procurement Plans, tender documentation, and perform other procurement related tasks while procuring new products or extensions for Project and BAU workstreams * Perform Business Analyst duties if required * Additional Duties as required by management, this may include travel between L&Q sites | | | | | | | | | | | 30 |
| 1. Working with others – internal  * Support and act as point of escalation for project and programme blocks, ensuring that business priorities are prioritised as per business and IT strategy * Partners with Portfolio Managers to remove project roadblocks and ensure that project deliverables support the strategy of defined product roadmaps | | | | | | | | | | | 20 |
| 1. Working with others – external  * Dedicated to meeting the expectation and requirements of external customers, acts with business goals in mind; establishes and maintains effective relationships with product owner and managers | | | | | | | | | | | 10 |
| 1. Budgetary responsibility  * Adopt responsibility for the creation of value, and cost efficiency in all aspects of day-to-day work | | | | | | | | | | | 5 |
| 1. Compliance  * Ensure H&S, regulatory & governance compliance for areas under the job holder’s control | | | | | | | | | | | 5 |
| 1. Records and systems  * Maintain the necessary relevant Trust records and systems. * Maintain and own project reports and project handover documentation. | | | | | | | | | | | 5 |
| 1. Risks  * Collaborate with colleagues to perform appropriate gap analysis and risk management of projects | | | | | | | | | | | 5 |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | | | |
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| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | | | |
|  | | | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | | | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | | | |
|  | | | | |
| **Technical Knowledge/Skills** | | | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | | | |
| * Expertise in the Microsoft Office Suite, Microsoft Project, and Microsoft Visio are preferred. | * Ability to comprehend technical subjects including systems architecture, as well as document/translate the basic meaning behind these subjects. | | |
| * Proven history of managing technical projects in an agile framework. | * Knowledge of ITIL framework is preferred. | | |
| * Experience working on medium to large infrastructure projects | * PMP certification preferred | | |
| * Excellent verbal and written communication skills with all levels of users and with management. | * Strong influencing, negotiation, and conflict resolution skills | | |
| **L&Q Values** | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. | | | |
| **People** | | | |
| * We care about the happiness and wellbeing of our customers and employees | | | |
| **Passion** | | | |
| * We approach everything with energy, drive, determination and enthusiasm | | | |
| **Inclusion** | | | |
| * We draw strength from our differences and work collaboratively | | | |
| **Responsibility** | | | |
| * We own problems and deliver effective, lasting solutions | | | |
| **Impact** | | | |
| * We measure what we do by the difference we make | | | |
| **Other** | | | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | |