

Role profile

Description of role and context

Job title	Junior Project Manager (maternity cover – 12 month fixed-term contract)		
Department/team	PMO	Hours of work	37.5 pw
Line manager	Principal Enterprise Composite Architect	Line reports	n/a

Role purpose

This diverse role is required to support The Myers Briggs Company in managing the delivery of its governed portfolio of global projects, aligned to business and strategic plans predominantly for product, platforms and other technology.

We require a driven and reliable individual for 1-year fixed term maternity cover for a full-time Project Manager. Projects that are attainable to deliver within (or close to) the period of cover will be the core focus but with flexibility to adapt according to changing business demands.

The Junior Project Manager is responsible for the day to day management of projects including the management of; scope, planning and schedules, risk and issues, communications, people and teams, business change and adoption.

How this role fits into the business

This role sits within the Project Management Office (PMO), a global team consisting of two UK based Project Managers and one US based Senior Project and Portfolio Manager. This advertised role is UK based in the Oxford office. It reports in to the Principle Enterprise Architect who is US based. The PMO is part of the Global IT team.

This department contributes to the overall success of the business by providing the direction, leadership, supervision and coordination of all project activities required to achieve the objectives of projects and the overall governed project portfolio.

Key responsibilities

Project initiation and definition

- Work collaboratively with internal and external stakeholders, at all levels within the organisation, to define and achieve mutual understanding of the scope, including how it will affect other projects within the portfolio
- Facilitate project initiation within the portfolio governance process and practices
- Work with others to establish dependencies and ensure these are actively managed throughout the project lifecycle

Project Planning

- Work with project teams to identify and schedule all the work activities and resource required to fulfil the project's scope
- Understand what constitutes an end-to-end, thorough cross-functional schedule of work for the project and involve stakeholders to create a valid plan; be able to discuss risk areas and convey impacts to scope or costs if changes to the schedule are requested
- Obtain stakeholder and/or governance approval of the plan through effective communication skills, ensuring thorough understanding of the plan, its implications on revenues, delivery dates, resources, and deliverables
- Ensure comprehensive information is available to inform the preparation of budget plans (e.g. people, tools, logistical costs, legal fees) so that the project budget will be accurate and remain affordable
- Delivery and maintenance of an approved project plan, showing key milestones, reviews and dependencies for the full project lifecycle. The plan must show all key and detailed tasks, resource assignment and dependencies along with durations and schedule. Adapt planning approaches to suit the nature of the project (e.g. using agile project methodology if/ when required)
- Identification of any constraints and threats that may impact the ability of the project to deliver to time, cost and quality parameters
- Communicate to ensure that all resources understand their roles and accept their responsibilities. Escalating where that commitment is not present
- Direct and motivate the project team(s) to achieve the desired results and ensure effective communication is maintained throughout the project
- Ensure effective management of third-party suppliers to project(s)

Project Execution

- Manage the project(s) time, cost and quality activities
- Produce reports in line with portfolio governance requirements
- Ensure application of risk and issue management across the project(s), instigate mitigation actions, identify contingency plans and manage items through to conclusion
- Ensure effective communication to project teams, internal and external stakeholders, suppliers and customers
- Manage proposed changes to project parameters – e.g. scope, budget, schedules
- Working with project teams and the business, monitor the quality of project deliverables ensuring project objectives are met
- Conduct project meetings, attend portfolio meetings and contribute to the project governance process and procedures

- Establish effective working relationships with all key stakeholders
- Regularly update project documentation and information and ensure storage and methods of sharing are appropriate
- Take a balanced approach to project delivery, aligning to plans, deadlines and requirements but with flexibility to adjust and adapt according to changing business priorities

Transition to BAU

- Establish change management plans and documentation with the functional business to support successful transition of deliverables to BAU
- Receive acceptance of project outcomes from the business and support through the initial period post-handover

This job profile is current as at the date shown below. In consultation with the post-holder it is liable to variation by management to reflect or anticipate changes in or to the job.

Person specification

Knowledge

Essential:

- Knowledge of project management methodologies
- Knowledge of the principles of portfolio management and governance

Desirable:

- Familiarity with IT and digital product projects

Experience

Essential:

- 2+ years project management/ delivery experience or equivalent relevant experience
- Proven experience of delivering projects to time, cost and quality
- Meeting facilitation including remote teams
- Project management approaches (e.g. agile, waterfall)

Desirable:

- Experience in analysing business requirements
- Business process analysis
- Change management
- Test planning and coordination

Technical skills and abilities (or technical competencies)

Essential:

- Developed planning and organisation skills
- Effective relationship building and people management
- Effective stakeholder management including tailored leadership approaches
- Good level of IT literacy, proficient in the use of MS Office tools and project management tools

Desirable:

- Risk and issue management
- Budget management
- Knowledge of Software Development Cycle

Qualifications / training

Essential:

- Training in fundamentals of project management combined with relevant practical experience

Desirable:

- Professional qualification in project management (e.g. APM, Prince2, PMP)

Person specification continued

Behavioural competencies

This section highlights the behaviours from the TheMyers-BriggsCo competency framework that are **top priority** for this role. This does not mean that the others are not relevant, rather that those in bold are the behaviours that are **most critical to success**. Performance against these essential behaviours will be assessed in selection and considered within the performance appraisal process when evaluating the way an individual has approached their objectives.

Competency	Level	Competency	Level
Interpersonal effectiveness	3	Resilience and flexibility	1
Team working	3	Passion, commitment and drive	1
Planning and organisation	2	Problem solving and judgement	1
Integrity	2		

Summary of main terms and conditions of employment

The terms and conditions of employment applying to the position are as follows:

Salary

Commensurate with experience

Benefits

- 25 days paid holiday, plus up to five days unpaid leave per annum
- Free individual private healthcare and dental cover
- Group personal pension scheme where The Myers-Briggs Co matches individual contributions between 4% and 5% (eligible to join after three months)
- Life assurance, paying four times salary
- Parking available on site
- Employee Assistance Programme
- Long Term Disability Insurance

Notice period

The contractual notice period for staff in the above post is one month on either side during the first 12 months, increasing to two months thereafter.

Probationary period

3 months

Hours of work

37½ hours per week. Some adjustment to hours may be possible to accommodate those requiring flexibility.

Date role profile updated: Jan 2020