IFRS Foundation

Job description

Role: Project Manager

Reports to: Programme Manager

Based: London

Job Purpose: To deliver a selection of projects within the framework of the PMO
standards and structure. To manage assigned projects within the
Operations division, ensuring that objectives and outcomes are
understood and realised, and lessons learnt. To support programme
portfolio level reporting preparation.

Principal Responsibilities

- **Project Management - Working closely with a number of internal teams, and
  with the support of the Programme Manager:**
  - Develop and obtain agreement of a clear business case for each project,
    with clearly defined objectives, benefits, risks, timescale, costs and likely
    return
  - Develop and maintain project plans – identifying key milestones
  - Identify resource requirements and engage teams as required to fulfil
    project deliverables – identifying and escalating gaps
  - Manage projects within defined time, cost and quality tolerances,
    escalating where there is a risk of tolerance breach
  - Ensure change control processes are applied for all scope changes
  - Ensure quality standards are defined and achieved, and all quality 'due
    processes' are followed
  - Undertake business process mapping where required to support solution
    design and process gap analysis
  - Identify key stakeholders and maintain engagement and communication
    to appropriate levels. Ensure that any impact/benefits to stakeholders is
    clearly communicated
  - Deliver all reporting requirements of the programme, writing and
    distributing effective communications.
  - Ensure acceptance criteria for key deliverables are defined and achieved
  - Manage the projects risks and issues log to ensure that risks, issues and
    interdependencies are effectively managed and escalated where
    necessary
  - Support and champion the use and adoption of PMO standards
  - Build and maintain an accessible and transparent repository for each
    project
  - Manage project closedown including transition to BAU against acceptance
    criteria, and follow-on action handover

Skills and attributes

- Strong written and spoken English language skills, including the ability to structure communications clearly and logically.
- Comfortable in articulating views and risks while working in a very collaborative environment
- Comfortable working in a small organisation with a broad range of projects, requiring flexibility and pragmatism in approach
- Ability to understand and respect established working practices while identifying and championing progressive changes
- Ability to juggle the demands of more than one project, and to switch between tasks effectively
- Ability to understand and map processes to identify gaps and opportunities
- Demonstrable understanding of project management and change management disciplines.
- Ability to identify risks before they become issues and to escalate judiciously
- Strong team ethic and interpersonal skills, with the ability to build relationships, and work collaboratively with individuals at all levels.
- Ability to deliver a project to a defined business case
- Ability to relate to the needs and operating environment of an international not-for-profit body.
- Positive attitude; integrity and professionalism; ability to remain composed under pressure; creative problem solving approach.
- Ability to plan, organise, and prioritise time and multiple work streams effectively.

Qualifications and experience - required

- Prince 2 qualification or experience of working on Prince 2 projects
- End to end project management experience;
- Experience in either Agile or Waterfall methodologies (preferably both)
- Experience of creating and managing risks and issues logs
- Experience of producing highlight/progress reports
- Experience of producing and presenting PowerPoint slide sets to provide updates and strengthen engagement

Qualifications and experience - preferred

- Strong Visio, Powerpoint, Excel and planning application skills
- Experience of working as a Business Analyst would be advantageous
- Third party management experience – including RFTs and Statements of Work (SoW) development
- Experience in the following project types:
  - CRM implementation
  - Content Management System (CMS) implementation
  - E-learning and assessment product projects
  - Web upgrade / design projects
- Experience of writing business cases and project initiation documentation
- UAT management experience
- Work stream lead experience
- SLA development and management