

<b>Job title</b>	<b>Senior Project Manager</b>		
<b>Job family</b>	<b>Project Management</b>	<b>Proposed band</b>	<b>D</b>

<b>Job purpose</b>
<p><i>To deliver a project, or multiple projects and expected outcomes, to stakeholder expectations, within the agreed brief, and within the constraints of time, cost, scope and quality, using the most appropriate approach for the project and domain.</i></p> <p><i>At the BBC project management is applied in different domains, for example, IT, digital, construction, business process, broadcast engineering. Projects may stand alone, be part of a programme and/or a product lifecycle. An appendix may be included to outline further responsibilities or experience necessary for the particular role.</i></p>

<b>Key responsibilities and accountabilities</b>
<p>The Senior Project Manager shares the core competencies of the Project Manager but requires more experience. The role commands more responsibility working on larger, more complex projects, or leading on multiple projects, workstreams, or iterative improvements concurrently.</p> <p>Manages one or more projects, or leads a workstream within a programme, or works on iterative improvements as part of a product lifecycle. Responsible for the delivery of its outcome, using an appropriate approach (e.g. iterative and incremental, sequential) suitable to the characteristics of the change, for which typical indicators at this level are:</p> <ul style="list-style-type: none"> <li>• A repeatable project framework, delivering a known outcome or target;</li> <li>• A duration of approx. 18+ months, or autonomous delivery of a series of outcomes within a product environment;</li> <li>• Multiple stakeholders, and financial or allocated staff responsibility equivalent to a budget of up to c£10m, and a staffing level of 8+ (including third parties).</li> </ul> <p>Core project manager responsibilities follow. <i>(Note: an appendix may be included covering additional responsibilities and accountabilities specifically required for the role, e.g. a specific delivery method).</i></p> <p><b>Approach and planning</b></p> <ul style="list-style-type: none"> <li>• Work with ‘business or product owner’ and stakeholders to understand the strategic objectives and agree the project objectives and outputs or high-level benefits to be delivered by the project.</li> <li>• Determine the project’s level of complexity and agree with the ‘owner’ the options and appropriate approach for delivery.</li> <li>• Contribute to the development of the business case or financial investment case.</li> <li>• Foster the conditions for the project team to perform and lead on a day-to-day basis to ensure clarity of scope, good estimating, solution development and to manage the risks.</li> <li>• Produce a Project Management Plan<sup>1</sup> (PMP) to get agreement with stakeholders for the purpose, nature and scope of the project and secure the mandate to proceed into shaping the project.</li> <li>• Draw on own experience and actively seek out and apply relevant lessons learnt from other projects</li> </ul>

<sup>1</sup> BBC terminology - an equivalent document may be a detailed Project Initiation Document (PID)

to enable the project team to learn from previous BBC experiences.

**Delivery**

- Manage and deliver the project within the agreed time, cost and quality constraints to enable delivery of the agreed outputs and/or benefits.
- Maintain effective relationships with stakeholders, address issues, and deliver effective communication strategies.
- Put in place transition plans and ensure business ownership is established for the ongoing ownership of outputs and/or realisation of benefits.
- Apply oversight and evaluate, monitor and manage risks, issues, assumptions, dependencies, interdependencies and changes, escalating those outside tolerance if appropriate.
- Maintain suitable plans, manage the delivery of minimum requirements and/or critical success factors and effectively manage people (including third parties) and other resources.
- Monitor progress, regularly report on status and initiate corrective actions. Ensure all expenditure or activity is tracked and reconciled to budget/plan with forecast to complete or value generated central to decision making
- Ensure adherence to BBC policies and standards for project management, health and safety, financial, legal and technology and any other compliance requirements.

**Approvals, Governance and Benefits**

- Support the business (customer), deliver key project documentation and ensure change management activities are executed (e.g. relevant training) to enable business adoption of changes.
- Complete and review the benefits realisation plan and facilitate formal handover of the plan and any ongoing activities to the relevant business area.
- Ensure controlled phase/project closure with appropriate review of performance, sharing of lessons, handover specifics, ongoing ownership and a planned post implementation review and sharing of lessons in place.

**Stakeholders, Change and Communication**

- Create, update and manage plans to address stakeholder expectations and secure buy-in.
- Work with stakeholders on defining scope, agreeing critical success factors, identifying deliverables and benefits, and understanding trade-offs.
- Identify and address dependencies and interdependencies with other projects.
- Form the project team with appropriate specialist skills (e.g. procurement, HR, change, legal, business continuity etc.) and advise the Sponsor on governance issues.
- Develop options and gain approval for plans, for example the Project Management Plan and business case/ financial investment case.
- Create, update and manage a detailed project plan, along with a high-level project plan to support stakeholder engagement, reporting and communication.

**Knowledge, skills, training and experience**

**Essential**

- Extensive relevant experience working on projects/programmes, and a substantial period (s) of

<p>managing projects to successful outcomes, leading teams, planning, problem solving, progress monitoring, managing risk, and budget or resource responsibility.</p> <ul style="list-style-type: none"> <li>• Working knowledge of the project lifecycle, products, techniques and methodologies and approaches and the understanding of how to best apply to the situation.</li> <li>• Excellent and well-practiced communication (verbal, written, listening), inter-personal and influencing skills with the ability to bridge specialism and business through user-friendly language.</li> <li>• Ability to effectively deal with difficult stakeholders, navigate ambiguous, changeable, and complex environments and achieve desired outcomes.</li> <li>• Knowledge of relevant legislation and procedures relevant for the domain e.g., procurement, contract management, environment, and health and safety.</li> <li>• Demonstrable professional development with a recognised project management qualification or equivalent experience.</li> <li>• Strong Microsoft Office skills, including MS Project and MS Powerpoint, and experience in manipulating data to make it meaningful for different audiences.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Managed a minimum of 4 projects with budgets of £10k-£2m or significant business area impact.</li> <li>• Excels at delivery in a fast-changing, political and complicated environment, and understands organisational transformation challenges and how to operate effectively in this context.</li> <li>• Knowledge of the media sector and broad understanding of the traditional and new technologies in a broadcast and or digital media environment.</li> </ul>
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<b>Job impact</b>	
<i>Scope</i>	
<ul style="list-style-type: none"> <li>• Financial control of workstream / project / portfolio budget up to c£10m over duration of the workstream/project/portfolio of c18 months.</li> <li>• Managing all project staff including the design, development, testing specialists, project assistants and other staff as assigned and indirectly business resources supporting the project.</li> </ul>	
<i>Decision making</i>	
<ul style="list-style-type: none"> <li>• Defining and agreeing with the business or product owner the project approach, scope, budget, schedule and resource allocation.</li> <li>• Decisions on changes to the project in response to change requests, risks, issues and any deviations from the project plan within the tolerance set by the business case or programme.</li> </ul>	

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Support

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*

**Appendix**

<b>Division</b>	Design + Engineering
<b>Reports to (title)</b>	Programme Manager
<b>Location base</b>	London

<b>Organisation structure (example)</b>	
<p>If you enjoy working in an agile, creative and innovative environment where data is at the core of everything we do, this is the ideal role for you.</p> <p>This is an opportunity to help develop and shape the BBCs journey into machine learning and data science. Working with the Datalab team, the Senior Agile Project Manager has responsibility for defining and delivering new capability across our products and platform.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p>The post-holder will be responsible for making a significant contribution to the achievement of the Datalab team’s objectives. Specifically, this will include:</p> <ul style="list-style-type: none"> <li>• Being an advocate for agile and lean practices at all levels. Using a variety of agile and lean tools and techniques in order to help the team keep a delivery and learning cadence that helps to remain focused on delivering value against the product vision. They will know which techniques to try out when to make sure the team are getting the best out of being agile.</li> <li>• Working to facilitate constructive discussion and debate amongst other members of the Datalab team and beyond to ensure progress towards objectives and goals.</li> <li>• Championing the Agile Project Management at all levels within the business, advocating the value the discipline can bring to specific situations.</li> <li>• Alignment of delivery with other disciplines, such as Data Science, Engineering, Product, UX and Business Analysis.</li> <li>• Ensuring high performance and diversity while operating in a complex matrix management system.</li> <li>• Ensuring that project benefits and metrics are evaluated and documented.</li> </ul> <p>The Senior Project Manager reports to Executive Product Manager</p> <p>The Datalab senior project manager will be concerned with the health and happiness of the team members and how they work together. They will encourage and motivate the team and protect them from external distractions and politics so they are able to focus on what they are best at.</p> <p>The right candidate will know that a happy team will produce the most amazing work, they will be skilled at building trust, managing team dynamics and motivating people.</p>