JOB DESCRIPTION

BBC

Job title	Project Manager		
Job family	**Project Management**	**Proposed band**	**D**

Job purpose

To collaborate with a business or product owner to deliver a project, or many projects; deliver expected outcomes and meet stakeholder expectations within the brief and constraints of time, cost, scope and quality; and to use appropriate approaches and techniques for the project and domain.

At the BBC, project management applies in different domains e.g. IT, digital, construction, business process, broadcast engineering. Projects may stand alone, or be part of a programme, and/or a product lifecycle.

Note: appendix may include further responsibilities or experience necessary for the particular role.

Key responsibilities and accountabilities

Manage one or more projects or a sequence of projects or lead a workstream within a programme.

Responsible for project delivery and selecting suitable frameworks and techniques (e.g. iterative and incremental, or sequential).

Typical indicators at this level are:

- A repeatable project approach, delivering a specific capability, outcome or target;
- A project or series of projects approx. 6-18 months in duration;
- Financial or staff to a budget of <£2m, and a staffing level of 6+ (including third parties).

Approach and planning

- Work with 'business or product owner' and stakeholders to agree the project objectives.
- Agree with the 'owner' the options and appropriate approach for delivery.
- Ensure shared clarity of scope, good estimating, solution development and management of risk.
- Produce and manage day-to-day progress against a detailed plan (e.g. Project Management Plan[1]) and schedule/roadmap.
- Make effective use of lessons learnt to deliver efficiently.
- Mobilise a project team and establish the organisation structure
- Plan timely reviews / retrospectives and put in place the lessons.

Delivery

- Manage the project within agreed scope, time, cost and quality constraints.
- Identify, track and manage progress, risks, issues, assumptions, dependencies, interdependencies and changes.
- Make effective use of reporting, communication and escalation (when outside agreed constraints).
- Manage people (including third parties) and other resources.
- Ensure all expenditure (or activity) is accounted for and reconciled to budget/plan. Provide forecast to complete or value returned to inform decision making.
- Ensure adherence to relevant BBC policies and standards. Including project management, health and safety, financial, legal, technology and other compliance requirements.

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[1] BBC terminology - comparable to a detailed Project Initiation Document (PID)

Project Manager - Digital, News Product & Systems (Agile).docx

Approvals, Governance and Benefits
- Contribute to and produce the relevant documentation (e.g. Business Case, PMP) to secure investment (if required) or resource allocation.
- Conduct timely oversight forums (e.g. project board, product direction group). Provide management information to senior stakeholders, and other relevant governance forums.
- Where required, put in place benefits realisation plan, and transition to responsible business owners.

Stakeholders, Change, and Communication
- Work with stakeholders to agree scope, critical success factors, deliverables, outcomes and benefits. Ensure understanding of the impact of any trade-offs and decisions by relevant stakeholders.
- Plan and manage stakeholder communication to achieve engagement.
- Build collaborative relationships with stakeholders, fostering innovation, effective working and address issues.
- Plan and complete change management activities (e.g. training, communications) to ensure business adoption.

Knowledge, skills, training and experience

Essential
- Experience managing projects/workstreams to successful outcomes.
- Experience in leading teams, problem solving, progress monitoring, managing risk and budget or resource.
- Working knowledge of the project lifecycle including selection of appropriate methodologies and techniques for delivery.
- Understanding of the drivers of success and sources of risk for the project domain.
- Self-starting with ability to empower teams and colleagues to focus on achieving goals.
- Excellent communication (verbal, written, listening), social and influencing skills. Ability to bridge domain specialism and business through user-friendly language.
- Able to manage difficult stakeholders and deliver in ambiguous, fast-changing and complex environments.
- Knowledge of relevant legislation and procedures for the domain. For example: procurement, contract management, environment, and health and safety.
- Demonstrable professional development with a recognised project management qualification or equal experience (e.g. PRINCE2, APMP, Agile certification).
- Microsoft Office software skills and experience using data to make it meaningful for different audiences.
- Experience of project management and collaboration tools (e.g. MS project, JIRA, Register)

Desirable
- Excels at delivery in a fast-changing, diverse and complicated environment.
- Understands organisational transformation challenges and how to operate in this context.
- Has managed at least three projects with a budget of c£50k+ and staffing of three or more people.
- Knowledge of the BBC and/or media sector.
- Understanding of traditional and new technologies used in broadcast or digital media environments.

Other information	
For Reward team use only	
Job Code	
Definition:	Content / Content Support / 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

Division	Design & Engineering
Reports to (title)	Lead Project Manager, Senior Project Manager or Programme Manager
Location base	London W1

Organisation structure (example)	This roles applies to A, B and C type projects
The role will report on a line management basis to either a Lead or Senior PM and will also be part of an ad hoc project governance structure, usually reporting to a Senior PM, which will vary depending on the nature of the specific project.	

Additional job specific responsibilities and accountabilities
This role is part of the News Product and Systems (NP&S) Projects and Change team, which is part of Design and Engineering. The NP&S projects team deliver a wide range of projects using Agile techniques across virtually the whole of the BBC's estate. This includes London, the English Regions sites and our International Bureaux. Although this role is based in London, travel (both domestic and international) is an integral part of the being a Project Manager (PM) in NP&S.
Projects in News often feature a combination of fixed deadlines and changing scope, both of which are driven by the News agenda. PMs in NP&S therefore need to be able to deal with and respond quickly to an ever changing environment, ensuring that changes in scope are properly documented, authorised and communicated and that issues are escalated when necessary, in a timely manner.
Project budgets are fixed on a project basis and on an annual (financial year) basis so accurate financial forecasting and driving suppliers (both internal and external) to meet agreed deadlines are especially important. Experience of working within a software development team would also be advantageous. Responsibilities in certain areas of the team include, facilitating daily stand-ups; agile management of project and BAU deliverables, including requirements gathering, design, development, testing and deployment and improvement of the project management processes in the in-house development team.

Approval	
Manager	Jon Stubley
HR Business Partner	
Date	**05/04/2018**