

Job title	Lead Project Manager		
Job family	Project Management	Band	E

Job purpose

To lead a major project, significant workstream of a programme or portfolio of projects to stakeholder expectations and the agreed business outcomes, within the constraints of the business cases. To apply the role’s expertise in complicated project management, provide thought leadership and line management of teams either within a large scale project or a pool of project managers.

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

Key responsibilities and accountabilities

Manage a major project, a portfolio of projects or the teams delivering them.

Responsible for the project teams and delivery of project outcomes. Responsibilities and accountabilities will differ depending on the domain and methods of delivery. Typical indicators at this level are:

- A major project (>100 people-months of implementation effort); OR
- Management of a portfolio of repeatable projects, related by their domain (i.e. new broadcast facilities).
- Projects budgets or benefits which are measured in £10s of millions, with line management responsibility for approx. 10+ staff.
- Recognised responsibility for senior stakeholder engagement.

Approach, Planning and Reviews

- Agree with project sponsors, business or product owners and stakeholders the strategic goals, objectives, benefits and appropriate delivery approaches for these projects.
- Lead or support the development of the business case.
- Use broad project management experience to select the right approach and governance for project phases, educate stakeholders as necessary and build skilled teams to deliver efficiently.
- Create and progress against appropriately detailed plans e.g. project management plans (PMP), ensure achievability, stakeholder buy-in and support for the business.
- Coordinate with professional functions to provide an approach that includes all factors pertinent to the project success e.g. legal, commercial, financial, health and safety, operations.
- Assign project managers and delivery teams with appropriate skills and experience to the project portfolio, line manage and be accountable for the outcomes of the projects.
- Ensure robust management of supply chain through procurement, negotiation and commercial agreement, implementation and smooth transition to business operations.
- Plan for project reviews and ensure that the lessons learnt are implemented.

Controls

- Manage the project portfolio to achieve agreed success factors and use of resources.
- Manage the performance of project management staff (including contractors or third party suppliers) working on the portfolio of projects.
- Oversee the application of project controls, evaluate their effectiveness and manage escalated

high level risks, issues, changes and interdependencies between these projects.

- Monitor and report on the progress of the portfolio and initiate corrective actions.
- Ensure projects expenditure (or activity) is tracked, reconciled to budget, with a forecast to complete or value returned to inform decision making.
- Ensure adherence to BBC policies and standards for project management including health and safety, financial, legal, technology and any other compliance requirements.

Approvals, Governance and Benefits

- Produce, review and critique as applicable project documentation (e.g. business cases, PMPs) to secure clearance and approval for investment and delivery plans.
- Set up and contribute to governance forums e.g. project boards, product direction groups, Provide management information to senior stakeholders and other relevant governance forums.
- Ensure the formal handover of project deliverables and capabilities, with their enablement of business change and realise benefits, to the relevant business area.

Stakeholders, Line Management, Change, and Communication

- Work with stakeholders to agree scope, critical success factors, outcomes and benefits of major projects, analysing options and the impact of trade-offs and decisions.
- Build and maintain collaborative relationships with senior stakeholders, including business users, to enable successful business change and adoption of the impacts of projects.
- Put in place transition plans and ensure business ownership is established for the ongoing ownership of outputs and/or realisation of benefits.
- Provide effective line management of the project team or resource pool, recognising the balance of project focus and individual development needs. Develop capability within BBC frameworks to build effective teams.

Knowledge, skills, training and experience

Essential

- A recognised project management qualification (e.g. PRINCE2, APMQ, MSP, Scrum Master).
- Extensive and demonstrable experience in leading and managing large complicated (multifaceted) projects.
- Demonstrable record of successful project delivery (including leading teams, budgeting, planning, quality management, problem solving, reporting, managing risk).
- Expert knowledge of the project lifecycle including its products, techniques, appropriate methodologies and techniques for delivery.
- Self-starting with ability to empower teams and colleagues to focus on achieving goals.
- Excellent communication (spoken, written, listening), social, interpersonal and influencing skills.
- Demonstrable experience in building successful teams, line managing and developing individuals.
- Ability to effectively communicate and reach agreement with difficult stakeholders, navigating ambiguous, changeable, and complex environments to achieve desired outcomes.
- Experienced in developing business cases and supporting delivery plans.
- Knowledge of relevant legislation and procedures for the domain. For example: procurement, contract management, environment, and health and safety.
- 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

- Has managed a minimum of three projects with a budget of £2m+ or significant business area

- impact.
- Knowledge of the media sector.
 - Understanding of traditional and new technologies used in broadcast or digital media environments.
 - Experience of administration of a large department and of managing change programmes.

Job impact

- Decision making**
- Defining and agreeing with the programme managers/project directors/ chief operating officers, project’s approach, scope, budget, schedule and resource allocation.
 - Decisions on changes to the portfolio in response to changing priorities, strategic risks and any deviations from the project’s plans within the tolerance set by their business cases.
 - Financial control of a budget for a major project or portfolio of projects, with a significant value or benefit contribution over the duration of the project or portfolio.
 - Direct line management of project managers and supporting staff as assigned.

Other information

For Reward team use only

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

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Technology Group
Reports to (title)	Head of Product
Location base	London or Cardiff

Organisation structure
<p>BBC Technology & Product Groups provide the foundations for broadcasting - we keep the BBC's services on-air 24 hours a day, seven days a week. That means everything from transmission for TV and radio - enabling us to reach 97% of adults in the UK every week including the cameras, mixing desks, email and business systems for our world-class programme makers and staff.</p> <p>It is this technology that connects our colleagues and our viewers to our content. To support the BBC now and in the future, our priorities are to make sure we're flexible, efficient and can take advantage of all the digital developments happening in broadcasting.</p> <p>Our objectives are to:</p> <ul style="list-style-type: none"> • Deliver agreed portfolio priorities to plan • Delivery on our major projects • Be a strategic partner with the rest of the BBC • Make real the Technology & Product Group Operating model • Build the capability we need to deliver the Technology & Product Group Vision <p>This role sits within Corporate and Commercial in BBC Technology Group which sets the technology strategy and delivers and supports solutions to optimise running of all the BBC's business critical corporate functions including HR, Finance, Procurement, Legal and Workplace. The team largely works with SAP products working alongside business customers and external partners in a largely outsourced application management environment.</p> <p>We are looking for the most talented, experienced and quality focused Lead SAP Project manager to join our team of product managers, programme and project managers, business analysts and solution architects to enable delivery of a challenging portfolio of projects including technical upgrades and introduction of new functionality.</p>

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • Manage/Lead a team of Project Managers • End to end delivery of specific projects for the BBC • Co-ordination and management of project team members to deliver to plan and with the right quality • Working with and management of third parties to delivery successfully • Management of all aspects of delivery including risks, issues, scope, cost and timeline • Engagement and management of key stakeholders and customers • Regular progress reporting

Person Specification	
<p>The ideal candidate should have the following skills and experience:</p> <ul style="list-style-type: none"> • Previous experiencing of Managing/Leading a team of functional/technical Project Managers • Hands on functional experience with Finance, Procurement & Treasury SAP modules • Strong and demonstrable experience of managing critical SAP oriented projects • An understanding of finance, procurement and treasury processes and reporting • Experience in working with both internal and third party teams to deliver complex pieces of work • A proven track record across all phases of the IT project delivery lifecycle 	

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	