JOB DESCRIPTION

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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.

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APPENDIX
There are additional aspects to the role which are outlined below

Division	BBC Global News
Reports to (title)	Executive Vice President: Marketing & Distribution
Location base	London

Organisation structure	

This role reports to the EVP Marketing and Distribution

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          ┌─────────────┐
          │     CEO     │
          │ Global News │
          └──────┬──────┘
                 │
          ┌──────┴──────┐
          │    EVP      │
          │ Marketing & │
          │ Distribution│
          └──────┬──────┘
                 │
          ┌──────┴──────┐
          │ Lead Project│
          │   Manager   │
          └─────────────┘
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Additional job specific responsibilities and accountabilities

This is an exciting opportunity to join BBC Global News; a commercial company in the BBC Group and one of the world's leading news and media organisations. As a global business of c400 employees in 12 countries Global News is responsible for a portfolio of award-winning commercial websites and products including:

- www.bbc.com
- www.bbc.com/news
- www.bbc.com/sport
- www.bbc.com/future
- www.bbc.com/worklife
- www.bbc.com/culture
- www.bbc.com/reel

The Lead Project Manager will be a key member of the team responsible for launching a subscription product across Global News' digital portfolio including systems integrations, operating model set-up etc

Role Responsibility
- Managing and delivering the project within the agreed time, cost and quality constraints to enable delivery of the agreed outputs and benefits
- Working closely with project stakeholders, to address issues and deliver effective communication strategies
- Running all meetings and project materials
- Adept at breaking down barriers for the wider Reader Revenue team and both planning at a higher level as well as getting into the detail to make things happen

You will do this by:

- creating great working environments for the wider team to enable them to deliver value
- role-modelling, demonstrating and sharing knowledge of agile delivery practices
- orchestrating efforts across a range of teams and workstreams towards clear outcomes
- building meaningful relationships with stakeholders, partners, and manufacturers to encourage engagement and set expectations

Are you the right candidate?

We're looking for someone with strong interpersonal skills who is delivery-focussed, adept at managing change and enjoys working in a demanding, high profile environment. You should be passionate about agile working and care about technology. And we want someone who believes that how you work is as important as what you deliver. You will be bright, empathetic, persuasive, and perseverant.

You will have:

- Proven experience in launching an online subscription product
- Significant track record of successfully delivering complex digital services and products
- Deep understanding of agile methodologies, how they help deliver products and services and experience in promoting these across an organisation
- Extensive understanding and experience of the digital landscape

Subscription Product Delivery Tasks

3rd Party Suppliers

- Finalise legal agreement with key supplier (Piano) ensuring not only that the Statement of Work fully reflects the required and agreed scope, but that the agreement is fully integrated with our GN Finance team and operating model.
- Select, negotiate and contract with payment provider with other members of Steering Group, following appropriate governance and ensuring that provider will integrate with both Piano and GN Finance protocols
- Work closely with colleagues in Finance/Operations to ensure the subscription business integrates into GN's operating models – fully assessing tax implications/ requirements and completing any required work to accommodate them

Service Provision

- Confirm and detail subscriber T&Cs
- Complete all InfoSec and Privacy reviews and plan then implement any necessary technical or legal changes required to achieve privacy compliance
- Scope where the customer service will take place (provided by Piano, additional pages in bbc.com/contact or FAQs)
- Ensure (and probably contribute to) the build of a customer service solution including any front-end changes to BBC.com to support a subscription product (signposting, promotions, self-help)
- Define & build content protection ('leaky paywall' solutions)
- Confirm editorial and syndication workflows
- Recruit additional Editorial roles

- Create BBC World News live stream
- Create marketing strategy including launch plan and associated collateral (eg newsletters, offers, pages & segmentation) and fully integrate with existing marketing products
- Design & build launch proposition templates
- Finalise and test GeoIP solution ensuring it is fully reflective of national and state legal/tax requirements

Key contacts:
- Global News – Legal, Strategy, Finance, Operations, Digital, Marketing
- BBC Group – InfoSec, Design & Engineering and other teams as required

Approval	
Manager	Chris Davies
HR Business Partner	Lindsay Allen
Date	16 July 2020