

<b>Job title</b>	<b>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 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.</i></p> <p><i>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.</i></p> <p>Note: appendix may include further responsibilities or experience necessary for the particular role.</p>

<b>Key responsibilities and accountabilities</b>
<p>Manage one or more projects or a sequence of projects or lead a workstream within a programme.</p> <p>Responsible for project delivery and selecting suitable frameworks and techniques (e.g. iterative and incremental, or sequential).</p> <p>Typical indicators at this level are:</p> <ul style="list-style-type: none"> <li>• A repeatable project approach, delivering a specific capability, outcome or target;</li> <li>• A project or series of projects approx. 6-18 months in duration;</li> <li>• Financial or staff to a budget of &lt;£2m, and a staffing level of 6+ (including third parties).</li> </ul> <p><b>Approach and planning</b></p> <ul style="list-style-type: none"> <li>• Work with ‘business or product owner’ and stakeholders to agree the project objectives.</li> <li>• Agree with the ‘owner’ the options and appropriate approach for delivery.</li> <li>• Ensure shared clarity of scope, good estimating, solution development and management of risk.</li> <li>• Produce and manage day-to-day progress against a detailed plan (e.g. Project Management Plan<sup>1</sup>) and schedule/roadmap.</li> <li>• Make effective use of lessons learnt to deliver efficiently.</li> <li>• Mobilise a project team and establish the organisation structure</li> <li>• Plan timely reviews / retrospectives and put in place the lessons.</li> </ul> <p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• Manage the project within agreed scope, time, cost and quality constraints.</li> <li>• Identify, track and manage progress, risks, issues, assumptions, dependencies, interdependencies and changes.</li> <li>• Make effective use of reporting, communication and escalation (when outside agreed constraints).</li> <li>• Manage people (including third parties) and other resources.</li> <li>• Ensure all expenditure (or activity) is accounted for and reconciled to budget/plan. Provide forecast to complete or value returned to inform decision making.</li> <li>• Ensure adherence to relevant BBC policies and standards. Including project management, health and safety, financial, legal, technology and other compliance requirements.</li> </ul>

<sup>1</sup> BBC terminology - comparable to a detailed Project Initiation Document (PID)

**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.

<b>Other information</b>	
<b>For Reward team use only</b>	
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**

<b>Division</b>	Content Discovery
<b>Reports to (title)</b>	Senior Project Manager or Programme Manager
<b>Location base</b>	Salford

**Additional job specific responsibilities and accountabilities**

**Introduction**

Content Discovery has a mission to bring the breadth of BBC online content to our audience. Our portfolio of products include the BBC Homepage, which attracts 9 million unique users per week; online search, including iPlayer search; domestic and global navigation, with a reach of 100 million worldwide; as well a range of products that span the organisation. Content Discovery pioneers innovative, technologically challenging and creative solutions working with the whole organisation.

This is an opportunity for you to join a growing team in a lively creative environment. You have the challenge of working in a large organisation with diverse groups of stakeholders, utilising your project management and agile software delivery skills to lead and coach. Working with product managers, user experience and software engineering team leaders you will be responsible for choosing the best approach for your projects.

Due to the nature of our product mix, a successful project manager will be confident in leading large scale projects and smaller rapid cycle of features, skilled in both traditional and agile software methods. They will understand and communicate highly technical material, present options and act as negotiator for diverse groups of stakeholders. They will be able to lead internal teams, work with a blend independent suppliers and contractors across the UK and potentially offshore.

**Responsibilities**

- You will work with the ‘business or product owner’ and stakeholders to agree the project objectives, agree scope, critical success factors, deliverables, outcomes and benefits.
- You will plan and manage the stakeholder communication to achieve engagement.
- Producing and managing the day-to-day progress against a detailed plan and schedule/roadmap.
- You will manage the project within agreed scope, time, cost and quality constraints.
- You will identify, track and manage progress, risks, issues, assumptions, dependencies, interdependencies and changes. Making effective use of reporting, communication and escalation.
- You will provide input to the Department Delivery Process for new projects and the future roadmap.
- You will play a key role in helping the team to deliver quickly by resolving impediments, facilitating meeting where required and working with internal teams to plan for future changes.

**Required Skills**

- Proven experience of delivering audience-facing web products, in an iterative or agile environment.

- Demonstrable experience of being able to manage difficult stakeholders, navigate ambiguous, changeable, and complex environments to achieve the desired outcomes.
- Demonstrable experience of applying sequential and agile project management techniques to make decisions, solve problems and ensure quality of work.
- Proven and demonstrable experience of monitoring, managing & effectively communicating risks, issues, assumptions, dependencies, interdependencies and changes to stakeholders.
- Experience of ensuring quality of software projects by working with software testing teams and managing software defect resolution.
- 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.
- Excellent planning, organisational and time management skills with the ability to work proactively with minimal supervision.
- An understanding and/or application of OKR (Objectives & Key Results) Methodology in previous roles are desirable.
- Proven experience in leading, building and motivating effective project team(s).