

Job title	Project Manager		
Job family	Project Management	Band	D

Job purpose

To work together with a business or product owner to deliver one or more 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.

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

Key responsibilities and accountabilities

Manage one or more projects, 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 establish project objectives.
- Establish with the owner the options and appropriate approach for delivery.
- Ensure common 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) 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 of projects.
- 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.

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 handover to business owners.

Stakeholders, Change, and Communication

- Work with stakeholders to establish 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 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.
- Motivated, with ability to empower teams and colleagues to focus on achieving goals.
- Excellent communication (spoken, 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 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

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	BBC News
Reports to (title)	Senior Project Manager
Location base	London

<p>Additional job specific responsibilities and accountabilities</p> <p>Introduction</p> <p>The BBC News & Weather digital team delivers impartial news to readers all over the world, currently in 41 languages. Our teams in London, Cardiff and Glasgow are focusing on rebuilding the BBC News website and apps to be personalised and engaging for a wide range of users around the world, as well as running the highly successful Weather site and apps.</p> <p>Now is a great time to join us! We are focusing on how BBC News and Weather in the UK works within a wider BBC product portfolio, as well as driving improvements across our technical estate, modernising almost every system and process we use to become more flexible and powerful and to help us to better serve audiences.</p> <p>Main duties</p> <p>As a Delivery Manager, you will:</p> <ul style="list-style-type: none"> • Build and maintain motivated teams, making sure there is an iterative plan to work towards. • Protect the team and make sure the team collaborates, communicates and focuses on what is most important. • Coach team members and others, facilitate continuous improvement and apply the most appropriate agile and lean tools and techniques for their environment. • Proactively manage dependencies, overcome obstacles and get the best value against constraints. • Potentially manage risks, budgets and people. <p>Skills</p>

Agile and Lean practices

Able to identify and compare the best processes or delivery methods to use. Able to recognise when something does not work and encourages a mindset of experimentation. Can adapt and reflect, is resilient and has the ability to see outside of the process. Able to use a blended approach depending on the context. Able to measure and evaluate outcomes. Able to help teams to manage and visualise outcomes.

Communicating between the technical and non-technical

Able to listen to the needs of technical and business stakeholders and interpret them. Able to manage stakeholders' expectations and be flexible, is capable of proactive and reactive communication. Facilitates difficult discussions within the team or with diverse senior stakeholders.

Maintaining delivery momentum

Able to facilitate the delivery flow of a team, managing the pace and tempo. Able to actively address internal and external risks, issues and dependencies including where ownership exists outside the team.

Making the process work

Able to identify and challenge organisational processes of increasing complexity and those processes that are unnecessarily complicated. Able to add value and can coach the organisation to inspect and adapt processes. Guides teams through the implementation of a new process.

Planning

Understands the environment and is able to prioritise the most important or highest value tasks. Able to use data to inform planning. Able to manage complex internal and external dependencies. Able to provide delivery confidence. Able to remove blockers or impediments that affect the plan and is able to develop a plan for difficult situations. Ensures teams plan appropriately for their own capacity.

Team dynamics and collaboration

Able to bring people together to form a motivated team. Able to empower delivery teams. Able to help create the right environment for a team to work in. Recognises and deals with issues. Able to facilitate the best team makeup depending on the situation.

