



Project Manager

- Division: Chief Digital Office, Operations Directorate
- Level: Managerial (Band 3)
- Reporting to: Head of Project Delivery
- Employment Status: permanent, full time
- Location: Working from Coventry office with travel to other Agency offices
- Salary: up to £47,000

We're looking for Project Managers to join our growing Project Delivery team. You will be leading ICT, digital and business change projects which are key to the transformation of the Skills Funding Agency.

You will be working with stakeholders from across the organisation, as well as building relationships with external agencies and suppliers.

Key accountabilities:

- Manage the definition of projects and programmes and the creation of complementary plans, business cases and delivery approaches that encompass both ICT and business change activities to deliver the required project outcomes. Some projects may have no ICT content.
- Lead the mobilisation, co-ordination and performance management of project resources, line-of-business areas and external agencies/suppliers. This will include the commissioning and management of procurement activities in partnership with the procurement and commercial functions.
- Construct, manage, and maintain the project governance to support project delivery, to ensure that stakeholders are fully informed of progress and any risks and issues that need escalation.
- Lead the deployment of best practice project control approaches into projects as determined by the corporate PMO, Finance and the Head of Project Delivery.



- Commission and performance manage delivery across multiple channels, such as ICT (including Agile approaches) and Business Change, ensuring that project delivery and ICT development are fully integrated.
- Manage the provision of qualitative and quantitative information, and appraised analysis of options, to the project executive and governing body. The information will cover plans, progress, costs, risks and timescales to enable informed decisions to be made on future project direction.

Essential criteria:

- At least three years' experience as a Project Manager.
- Prince2
- Proficient in MSProject
- Ability to plan in an Agile environment