



ROLE: Project Manager (6-month FTC)

Salary package – competitive

Date: August 2020

Role	Need to do	Need to know	Values and Behaviours
<p>Outcomes:</p> <ul style="list-style-type: none"> To assist the project teams to manage projects ensuring they are scoped, documented and have deliverables that are defined and delivered within agreed timescales To co-ordinate the day-to-day activities of project delivery, monitor activities against the plan and notify the Head of Programmes of corrective actions as appropriate. Co-ordinate consolidation of project reports into programme and dashboard level reporting and carry out assurance on the content Work with the project teams to ensure project reports are accurate and fit for purpose Work with nominated project leads to implement improved project processes and reporting <p>Financial</p> <ul style="list-style-type: none"> No budgeted responsibility <p>Non-Financial</p> <ul style="list-style-type: none"> N/A Health and Safety <p>Delegated Authority Levels: N/A</p> <p>Reports to: Head of Programme Management</p> <p>Relationships Internal:</p> <ul style="list-style-type: none"> Executive Directors/ Board/NEDS/Heads/managers/ staff Stakeholders and Clients 	<ul style="list-style-type: none"> Ability to multi-task and work multiple deliverables simultaneously Highly organised, able to prioritise effectively working under own initiative and to work accurately to deadlines Strong problem-solving skills The ability to troubleshoot and resolve a variety of project and process issues The ability to meet deadlines, good attention to detail and accuracy of reporting Have good practical working knowledge of various programme and project management tools/processes Act as the engagement link for various projects- including compiling project communication updates Ability to identify risks and issues with the Project teams assisting in the formulation of mitigating or resolving actions Facilitate the programme management process, logging and tracking project change requests and chasing progress updates 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> First class interpersonal and communication skills to work across teams Excellent keyboard skills Excellent organisational skills Excellent IT and MS Office skills including knowledge on MS Project Experience of action logging and tracking through to completion Demonstrates initiative Self-starter/ability to use initiative Ability to work under pressure and within strict timescales Flexibility in working across a variety of tasks Demonstrate good literacy and numeracy skills. Ability to build good working relationships with staff, stakeholders and external stakeholders Gained some experience in project/programme management team environment and has customer skills Strong delivery and milestone/target driven 	<p>Values:</p> <ul style="list-style-type: none"> Integrity Service Delivery Supportive Workplace Togetherness Outward Focus <p>Behaviours:</p> <ul style="list-style-type: none"> Open, fair and transparent Honest and trustworthy Empowered in making right decisions Accountability for results and delivery

Classified as Internal



		<ul style="list-style-type: none">• Sound knowledge of investment management including Derivatives <p>Qualifications</p> <ul style="list-style-type: none">• Degree level or equivalent• PRINCE2 qualified	
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