



ALLPAY LIMITED

[Title]

Owner	HR Manager	Date Created	25/04/2016
Classification Level	Restricted	Template Version	[Template Label]

1. JOB IDENTIFICATION

Job Title: **Project Manager**

2. JOB PURPOSE

In this critical, highly visible role, you will manage projects involving systems that process billions of pounds worth of transactions per year, used internally and externally by over 300 staff, 800 clients and 5 million customers.

You will manage complex software development, architecture and integration projects in a fast paced, frequently changing environment.

You will be responsible for the overall planning, coordinating, controlling and delivery of all activities for projects and related release initiatives.

You will contribute to the release planning of the wider portfolio of work.

You may also be required to support business analysis as and when required, to cover the needs of the department.

3. DIMENSIONS

You will ideally have both traditional and agile IT project management experience and be able to leverage the two disciplines appropriately.

You will have a proven track record of being solution and delivery focused and can perform at a high level across strategic, business facing and technical initiatives.

4. ROLE OF DEPARTMENT

To provide a change management function to the whole company; project management, analysis, business and process change

To constantly review and evolve tools and best practice used, to fit the company's needs and improve change management and system delivery across the business

To provide support and consultancy for both product and process to the company, as required



5. KEY RESULT AREAS

Demonstrate solid project management experience with advanced communication skills

Utilise stakeholder management skills to manage relationships with both internal and external stakeholders and clients.

Ability to deliver projects within market driven time constraints and budgets.

Ensure that risk and issue management and mitigation is a central function throughout project delivery.

Successfully matrix manage project team demonstrating leadership, problem solving, troubleshooting and diplomacy skills

Demonstrate a positive and open attitude to change

Self motivated and proactive with demonstrated creative and critical thinking

Effectively apply methodology and enforce standards and best practice

Support the self-organisation of teams and third party suppliers, but leading and guiding when required

Facilitate day-to-day operational aspects of a project;

Good understanding of application analysis, programming, database and system design

Ability to translate complex concepts between business customers and the technical project team

Provision of business and technical analysis may be required from time to time

"The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post".

6. ADDITIONAL KEY DUTIES

Input into project and change Centre of Excellence to continuously improve best practice skills

Assist in Value Proposition analysis for product development initiatives



7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Essential

Proven experience of managing a range and volume of projects across a number of business areas and functions

Demonstrable understanding of the principles and frameworks of successful project management

Proven experience in providing leadership, guidance, problem solving and diplomacy skills to internal and external stakeholders to achieve successful project outcomes

Understanding of project delivery and acceptance processes within a fast-paced business environment

Experience of working within an Agile environment

Desirable

Experience of working with Prince2 methodologies

Prince2 Practitioner or Foundation certification

IT or Management qualification

Experience in a Financial Services, preferably including BACS/Direct Debits/Payment Cards

Excellent understanding of project delivery frameworks and working within a software delivery environment

Personal Skills

Ability to use a range of communication, influencing and diplomacy skills

Ability to motivate, lead, coach and mentor at different levels of a complex organisation

Able to facilitate and support decision making within the project space

Ability to produce and present management information to all levels of stakeholders

Positive attitude to change and the ability to respond to changing priorities

Strong time management skills, ability to multi-task and meet tight deadlines

Ability to work under pressure