

**BPP Job Description**

**Job Title Strategic Project Manager**

**Department Project Management Office**

**Location Home and office based**

**Additional details Manchester St James**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines Head of Project Management Office**

**Job Purpose**

Responsible for the day-to-day management of all aspects of complex internal business projects.

Works across all areas of the business to identify, manage and deliver projects to effectively support major change in order for the business to achieve its strategy, vision and operational priorities.

**Key Responsibilities**

• Work across the business to define and drive the delivery of projects aligned to group initiatives and strategies.

• Manages project team throughout the delivery life cycle. Delivery of the workstream(s) supporting the strategy from business case through to initiation, requirement analysis, design, build, testing, implementation and closure.

• Responsible for the core project and programme disciplines, including but not limited to financial management, risk management, time management and stakeholder management.

• Is the central contact for the business for accurate project related information and develops strong working relationships across the organisation.

• Manage a diverse group of resources as appropriate to implement programme/ project related activities.

• Work with business leads to develop future road maps of projects / programmes of work that will deliver key initiatives.

• Help to identify financial or service related benefits as a result of project related delivery.

• Responsible for influencing and maintaining strong relationships with senior stakeholders across the business.

• Plays a part in methodically investigating, analysing and documenting business initiatives to ensure they align and support the delivery of group strategies.

• Assist and support stakeholders by providing and maintaining accurate and timely documentation (ie; project plans and reporting) to ensure successful communication and delivery of assigned projects/ programmes.

**Skills, experience & qualifications required - Essential**

• Qualifications – Appropriate and relevant education and work experience related to project management alongside relevant project management qualifications such as PRINCE2 or APM.

• Experience – Project Management experience essential, Programme Management experience is desirable. Demonstrable project management skills and experience, including the successful application of project management methods, techniques, and tools for the effective management of projects through to the successful achievement of planned benefits.

• Skills – Organised, methodical, with a very good attention to detail. Familiarity with methodologies and project tools such as Agile, Waterfall, APM, PRINCE 2, PMI and Microsoft Project.

• Personal Development – Must take initiative to ensure skills and specialisations are acquired to ensure that all relevant skill sets are continually developed.