JOB DESCRIPTION

**Role Title: Project Manager**

**Business Unit**

**Reporting to: Transformation Office Director**

**Location: Flexible**

**P&L Responsibility no**

**Direct Reports yes**

**Purpose of Role**

We are seeking an experienced Project Manager to oversee a programme of individual projects within our organisation. The successful candidate will be responsible for managing multiple projects concurrently, ensuring alignment with strategic objectives, and delivering successful outcomes within agreed-upon timelines and budgets. This role requires strong project management skills, leadership capabilities, and the ability to collaborate effectively with cross-functional teams to achieve programme objectives. Your dedication to strict business-wide governance and adherence to processes will be essential in supporting our transformation journey and supporting the five pillars of strategic change activity, managing multi-interdependencies, risks, and issues across the business.

**Key Responsibilities**

1. Programme Planning and Coordination: Lead the planning and coordination of a programme of individual projects, defining programme scope, objectives, deliverables, timelines, and resource requirements. Develop comprehensive programme plans and schedules to ensure effective project execution and alignment with organizational goals.
2. Project Management: Manage individual projects within the programme, including project initiation, planning, execution, monitoring, and closure. Define project scope, objectives, and deliverables, and develop project plans to guide project execution. Coordinate project activities, monitor progress, and manage risks and issues to ensure successful project delivery.
3. Stakeholder Engagement: Engage with key stakeholders across the organisation to gain buy-in, alignment, and support for programme objectives. Build and maintain strong relationships with stakeholders, including project sponsors, steering committees, and project teams. Communicate programme updates, milestones, and outcomes effectively to stakeholders to ensure transparency and alignment.
4. Resource Management: Manage programme resources, including personnel, budget, and technology, to optimise project outcomes and minimise risks. Allocate resources efficiently, monitor resource utilisation, and proactively address resource constraints or dependencies to ensure successful project delivery within budgetary constraints.
5. Risk Management: Identify potential risks and issues that may impact programme success and develop mitigation strategies to address them proactively. Monitor programme risks and issues, implement risk mitigation plans, and escalate issues as necessary to ensure timely resolution and minimise project delays.
6. Quality Management: Ensure that project deliverables meet quality standards and adhere to established processes and procedures. Conduct regular quality assurance reviews and audits to identify areas for improvement and implement corrective actions to maintain project quality and compliance.
7. Performance Measurement and Reporting: Define key performance indicators (KPIs) and metrics to track the progress and performance of individual projects and the overall programme. Monitor project performance against targets, analyse data, and prepare regular reports and dashboards for senior leadership and stakeholders to provide visibility into programme status and outcomes.
8. Continuous Improvement: Drive a culture of continuous improvement within the programme by identifying opportunities for optimisation, innovation, and efficiency gains. Solicit feedback from project teams and stakeholders, capture lessons learned, and implement best practices to enhance project delivery capabilities and drive long-term success.

**Qualifications**

* Proven experience as a Project Manager managing programmes of individual projects in a corporate environment.
* Strong understanding of project management methodologies (e.g., Agile, Waterfall) and programme management best practices.
* Excellent leadership, communication, and interpersonal skills, with the ability to influence and inspire teams and stakeholders.
* Proficiency in project management tools and software (e.g., Microsoft Project, JIRA, Monday.com).
* Analytical mindset with the ability to analyse data, identify trends, and make data-driven decisions.
* Strong organizational skills with the ability to manage multiple priorities and deadlines effectively.
* Adaptability and resilience in a fast-paced, dynamic environment.

Joining C&C as a Project Manager offers a unique opportunity to play a vital role in shaping the success of transformational initiatives within the business. If you are a proactive, strategic thinker with a passion for driving change and delivering results, we invite you to apply and contribute to our dynamic team

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