

Delivering for Excellence

FM Project Manager, Grade 4

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship

Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Positively leading and motivating project teams, using recognised project management techniques to work collectively to deliver the stated project benefits and critical success factors/goals
- Implementing effective delivery structures, developing and defining business cases and providing compliance to project governance structures ensuring value within corporate investments
- Influencing senior stakeholders, colleagues and project team members through change management activities, ensuring projects deliver lasting legacies.

And in delivering these you will have:

- The ability to operate with flexibility and agility, setting out priorities and clear operating structures
- A focus on achievement of the desired project outcomes, motivating others to encourage and ensure their successful role in achieving project success.
- A high level and broad range of interpersonal skills, displaying credibility and influence upwards to senior levels, to those stakeholders you engage with and those you have responsibility for leading as part of a project team

Excellence

Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Setting out and managing the governance arrangements for projects including the measurement of effectiveness and efficiency of delivery
- Establishing effective quality assurance and performance measurements and management techniques to ensure overall integrity and continuing standards of project delivery
- Drafting, monitoring and reviewing project business cases. Continually assessing the predicted and realised benefits to ensure these keep in line with the business case, taking responsibility for budgeting, estimating, planning and objective delivery for all projects
- Monitoring project progress, resolving issues and initiating appropriate corrective action, when required. Reporting regularly to the programme manager, and any other governance boards, against agreed milestones.

And in delivering these you will have:

- An understanding, coupled with practical experience within an FM environment, of techniques required for planning, monitoring and controlling projects and a recognised Project Management qualification
- Experience of identifying project critical success factors and key benefits ensuring that these are at the centre of project delivery and reporting
- A proven track record in developing business cases, together with experience of managing budgets effectively, tracking project expenditure and committed spend through formal budgeting processes
- The ability to proactively identify opportunities and risks to maximise or minimise their impact, ensuring appropriate response measures are planned and implemented

Respect

Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Identifying, managing and developing teams for the delivery of specific projects and programmes
- Building and sustaining a strong customer focus within project teams and developing excellent working relationships across the organisation
- Establishing effective relationships and working closely with colleagues across the parliamentary service
- Recognising the strengths, skills, experience and knowledge of our supply partners and the positive contribution that they can make to the organisation

And in delivering these you will have:

- Excellent communication skills and the ability to convey project management information to a wide and diverse audience
- The ability to give clear direction whilst taking an inclusive approach and maximising the effectiveness of your direct supports
- Excellent influencing skills to persuade senior stakeholders to deliver wide reaching and strategic change successfully
- Experience of procurement and managing supply chains including evidence of a progressive and collaborative approach achieving positive outcomes

Inclusiveness

Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Co-ordinating and/or leading project communications to stakeholder groups, including Members
- Adopting a strong collaborative culture which leverages the strengths through diversity across both internal and external stakeholders
- Managing others through effective leadership and delegation

And in delivering these you will have:

- Experience of positively leading project teams to work together to successfully deliver project goals
- An ability to constructively challenge views; a constructive approach to conflict resolution and the setting and managing of expectations
- A coaching style of leadership, inspiring teams to develop new skills and improve individual and team performances