

Delivering for Excellence

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:

- Creating and leading projects to deliver agreed outcomes within time, cost, and quality constraints
- Designing and implementing a project governance structure that is appropriate to the delivery approach and addresses the varied roles and inputs of different stakeholders
- Actively managing assumptions and dependencies, to anticipate and address risks and other impediments to successful delivery and deal with any consequential changes to the project's delivery plan
- Ensuring effective processes are in place to agree, assess and document changes to the project deliverables in liaison with the relevant stakeholders

And in delivering these you will have:

- Formal project management experience and the ability to initiate and lead projects to agreed timescales
- The skills and experience to establish the monitoring, reporting and governance of projects, ensuring ownership is clearly defined
- Knowledge of risk and issues management methods and techniques, ensuring these remain aligned to the project scope and objectives
- Experience of using structured change control processes to proactively solve problems and maintain the quality of the project outputs

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:

- Building a project plan to achieve stated objectives, identifying, and setting project controls and tracking and reporting delivery against milestones
- Scheduling and managing the resources required to deliver the project, including estimating timescales and resource commitments, with the right balance of structure and flexibility
- Establishing the right strategy to ensure the benefits and outcomes of the project will add value to the work of the Parliament
- Working with colleagues across the Parliament to coordinate the development of business cases, accurately capturing and reflecting the input of subject matter experts

And in delivering these you will have:

- Extensive experience of planning activities which have directly impacted end-users using a structured approach
- Expertise in the use of project management practices and techniques across a variety of areas, including resource management, budgeting/financial management and prioritisation
- Experience of identifying and assessing benefits, ensuring the benefits realisation plan is tracked and measured against the business case
- An awareness of the processes for developing and managing a business case, and experience of applying these to projects, or assisting others in their development of business cases

Respect

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

Your main duties will involve:

- Empowering the project team, providing direction, guidance, and support to ensure all members of the team are fully engaged, have clear direction on their tasks, understand accountabilities and make a meaningful contribution
- Actively listening to colleagues and other stakeholders, understanding, and assessing their different perspectives and helping to promote consensus
- Establishing effective internal and external relationships, leading by example through demonstrating the Parliament's values and behaviours in performing your role

And in delivering these you will have:

- The skills to motivate and inspire others, promoting a culture where colleagues look out for and encourage each other, working together towards shared goals
- The ability to actively listen and be open to innovation and change, working inclusively with others to achieve positive outcomes
- The ability to develop meaningful relationships with colleagues, stakeholders, and external partners valuing the strength, skills, experience, and knowledge of others

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:

- Supporting the Senior Responsible Owner or Product Owner and team in managing user expectations, communicating performance and progress to stakeholders, and implementing effective and streamlined governance
- Encouraging a sustainable pace for delivery, facilitating the production of high-quality outcomes through discussion, decision-making and conflict management
- Working collaboratively with the team to prepare concise and coherent project reports and briefing the PMO and Portfolio Management team on progress and achievements

And in delivering these you will have:

- The skills to motivate and inspire others, promoting a culture where colleagues look out for and encourage each other, working together towards shared goals
- The ability to actively listen and be open to innovation and change, working inclusively with others to achieve positive outcomes
- The ability to develop meaningful relationships with colleagues, stakeholders, and external partners valuing the strength, skills, experience, and knowledge of others