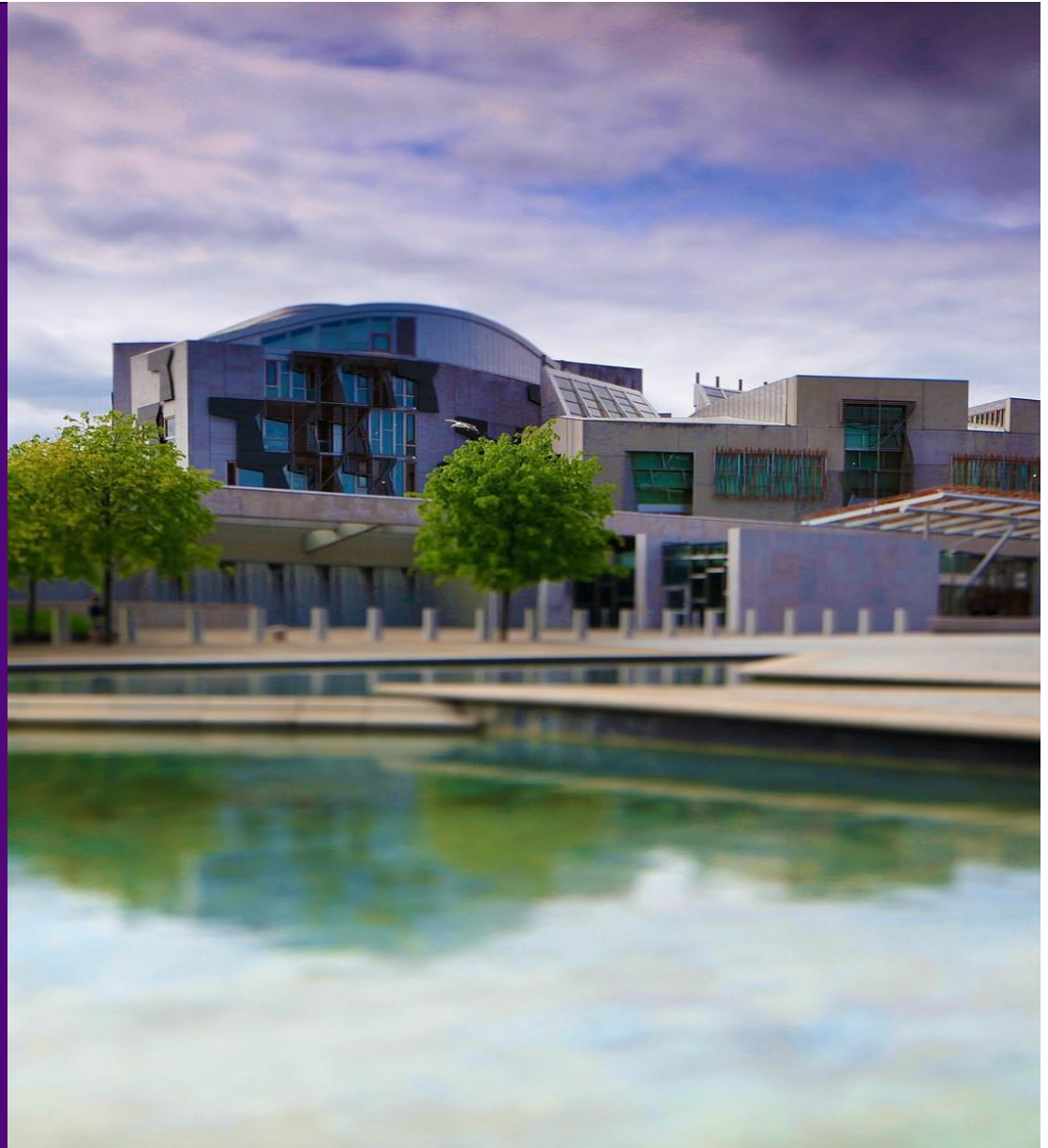**The Scottish Parliament**
Pàrlamaid na h-Alba

Project Manager

Portfolio Management Office, Business Information Technology (PMO BIT)

Application Pack

Welcome from Stuart Nicol
Head of Resources and Governance, Digital Services Group

As Head of Resources & Governance, I oversee the Portfolio Management Office in the Business Information Technology (BIT) Office.

The team manages delivery of the Digital Strategy and supports colleagues across BIT.

We also engage with MSPs and departments across the Parliamentary Service to ensure that we're aware of their business challenges.

This is an exciting time to be part of the team, as you'll work on an interesting portfolio of IT and business change projects to deliver a dynamic, digitally enabled Parliament.

You'll find career growth opportunities with us, defining and delivering forward thinking change initiatives. At the Parliament, we work hard to be an inclusive employer and our team supports a variety of approaches to flexible working.

We're committed to increasing the diversity of our parliamentary service so that we can benefit from the broadest range of perspectives, backgrounds, skills, and experience. We particularly welcome applications from disabled candidates and candidates from a Minority Ethnic background.

We're waiting to develop your career in the Parliament. Come and work in a unique environment, at the very seat of democracy in Scotland.

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Working in Digital Services

Christina Ruprecht, Project Manager explains what it's like to work at the Parliament

Since 2021, I have had the opportunity of working at the Scottish Parliament, a unique environment that blends historical significance with a drive for modern innovation.

As a project manager, I have contributed to initiatives that directly impact and improve the Parliament's operations, which ultimately benefits the people of Scotland.

In my role, I enjoy a significant degree of autonomy to shape and develop my projects. This involves close collaboration with my sponsor, stakeholders, and project team to ensure that outcomes are well-defined and benefits can be realised.

I am responsible for managing projects end-to-end, from the initial business case, through to implementation, service transition and closure. The work is highly varied, and no two days are the same.

The Scottish Parliament fosters a collaborative and supportive work environment, which I greatly appreciate.

For those considering a role here, it is important to be outcome-focused, comfortable working with diverse groups, and adaptable to uncertainty. Clear communication and the ability to navigate the complexities of project management are essential. If you bring these qualities, you will find this role immensely rewarding.

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Project Manager – Business Information Technology (BIT), Grade 4

Salary range: £43,764 - £52,183

Do you want to deliver projects at the heart of democracy in Scotland?

Are you an experienced project manager? Have you led and facilitated the delivery of digital business change? Are you keen to help deliver the Parliament's high-profile digital strategy objectives?

This role sits in the BIT Portfolio Management Office (PMO) team, within our Digital Services Group. This is an exciting opportunity to become an integral part of the project, programme, and portfolio management specialists' team. We're responsible for improving and transforming the Parliament's digital and IT services. To see where the office sits within the organisation, see our organisation chart.

We're a diverse workforce, and our embedded values shape the way we work and treat each other. We have a culture of respect and inclusion, and everyone has the ability to make a difference.

This is a great chance to apply your experience to lead project teams involved in the delivery of a diverse project portfolio. Our team provides high quality, robust and solution-focused project management services. You'll liaise with senior stakeholders, colleagues, and suppliers to deliver projects and ensure benefits are captured in business cases and in project scopes.

You'll have practical experience, of planning, monitoring, and controlling projects. You'll also have a track record in influencing stakeholders and operating effectively in sometimes complex environments. You'll demonstrate a high level of personal credibility with excellent communication and influencing skills, with the ability to develop and maintain positive working relationships. You'll have outstanding mentoring and coaching skills and be passionate about contributing to an inclusive and collaborative working culture which values diversity and encourages openness.

You can read the full advert and job description here

This is a full time post but we are happy to talk Flexible Working

Delivering for Excellence, Project Manager – Business Information Technology (BIT), 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. Please visit our underline values pages in our Staff Handbook.

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.

- Working with colleagues across the Parliament to coordinate the development of business cases, accurately capturing and reflecting the input of subject matter experts.

- 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:

- A good understanding of formal project management practices with the knowledge and ability to apply these in a considered and appropriate manner.

- An awareness of the processes for developing and managing a business case, preferably in a public sector context, and experience of applying these to projects or assisting others in their development.

- Knowledge of risk and issues management methods and techniques and will have used these to ensure outputs 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.

The Scottish Parliament
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Delivering for Excellence, Project Manager – Business Information Technology (BIT), Grade 4

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.

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, planning, resource management, budgeting and financial management, prioritisation, and risk management.

- Experience of identifying and assessing benefits, ensuring ownership is clearly defined and realisation plan, tracked and measure against the business case.

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Delivering for Excellence, Project Manager – Business Information Technology (BIT), Grade 4

Respect

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

Your main duties will involve:

- Designing and implementing a project governance structure and organisation that is appropriate to the delivery approach and addresses the varied roles and inputs of different stakeholders.

- 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; and

- 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:

- An understanding of how motivating and inspiring others promotes a culture where colleagues look out for and encourage each other in working to towards shared goals.

- An openness to innovation and change, working collaboratively with others and behaving in accordance with the Parliament's values and standards; and

- An ability to develop meaningful relationships with colleagues, stakeholders, and external partners through recognising the strength, skills, experience, and knowledge of others.

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Delivering for Excellence, Project Manager – Business Information Technology (BIT), Grade 4

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 SRO 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; and

*   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 confidence and logical mind to curate, present and share information with Product Owners, stakeholders, and senior managers with the ability to evaluate complex and technical information and present it in a variety of ways that is easily understood by all levels of stakeholder, across every area of the business.

*   Excellent verbal and written communication skills with the skills and knowledge necessary to provide credible oversight of the discovery, design, and development of Agile projects; and

*   Experience of working collaboratively as part of a multi-disciplined team, communicating with a range of stakeholders, implementing structure and governance into a process.

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About us

The Parliamentary Service of over 600 people is a high-achieving and professional organisation. We are public servants rather than civil servants; we serve the Parliament and its Members and not the Scottish Government.

 The Scottish Parliamentary Corporate Body is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes, in accordance with the Scotland Act 1998. It is made up of five Members elected by the Parliament and the Presiding Officer.

The Corporate Body delegates the day-to-day running of the Parliament to David McGill, our Clerk/Chief Executive.

David is assisted by his Senior Executive Team in setting the strategic direction for the parliamentary service and for creating the conditions that helps to promote a positive workplace culture. You can view our structure and offices in our organisation chart.

Our vision is clear: To make a positive difference to the lives of the people of Scotland. This means putting people at the centre of everything we do.

We attach great importance to our commitments to Diversity and Inclusion and our core values of stewardship, excellence, respect and inclusiveness form a central part of our working culture.

Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The strategic plan sets out our aims and priorities. This provides a set of shared priorities for everyone across the parliamentary service and covers matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are inter-related. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.

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About us (Cont.)

We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We are committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated
fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and minority ethnic candidates who are under-represented at this level. All appointments will be made on merit.

We are committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.