

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:

- Working with colleagues from across the Parliament to develop and articulate the business case for a project, accurately capturing and reflecting the input of subject matter experts;
- Selecting appropriate delivery frameworks, tailoring these as need to the circumstance of the project, and ensuring effective transition between the lifecycle stages;
- Actively managing assumptions and dependencies to ensure the project's outputs are timely and clearly aligned to our portfolio's objectives and priorities;
- Anticipating and addressing risks and other impediments to successful delivery and dealing with any consequential changes to the project's delivery plan and;
- 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:

- The knowledge of and ability to apply project management methods, including agile frameworks and practices (e.g. Scrum) in an appropriate and considered manner;
- The ability to proactively solve problems using good judgement and skills, to anticipate and address circumstances and events that may otherwise impede success; and
- Commitment to continuous improvement and successes of the PMO team through helping to develop better ways of working and supporting, inspiring and motivating colleagues.

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:

- Planning delivery activities, including estimating timescales and resource commitments, with the right balance of structure and flexibility;
- Providing effective leadership and management controls to ensure Parliament's resources are utilised efficiently to ensure the success of the project;
- Ensuring the project meets the quality and design standards expected by end users; and
- 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;
- The ability to prepare, interpret, and use roadmaps, plans and other project and programme artefacts effectively to ensure project success; and
- Experience of leading and facilitating in evaluating and managing the quality of outcomes.

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:

- The ability to champion and cascade;

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

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 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.

Eligible to Apply

- Scottish Parliamentary Service staff who have the skills/experience/qualifications required and have passed their probation.
- Agency workers engaged by the SPCB who fall within the scope of the Agency Worker Regulations; have been on assignment for 6 months by the advertised closing date; and provided their assignment will continue for the period of the recruitment exercise. Any appointment will be subject to the satisfactory completion of our pre-employment enquiries. Agency workers should also seek permission from their line managers before applying.

If you have any questions about your eligibility to apply for this vacancy, please contact the HR Office on 86500.

Other information

Line managers are asked to bring this advert to the attention of their staff (particularly those on leave or those who may not have access to the website) as soon as possible and certainly before the closing date for receipt of applications. It would be helpful if line managers ensure that all staff have access to a PC to enable them to complete their application and that staff are given a reasonable amount of time to complete it.

We intend on holding a reserve list following interviews.

For details on how we will process your personal data please refer to [HR Workers Privacy Notice](#).

