



Job Title: Project Manager
Grade: Y6
Reports To: Programme Manager
Number of Reports: Nil

Key job element

To manage the delivery of large-scale projects to help deliver the Digital & Data strategy and other corporate initiatives and priorities as well as smaller changes that require structure and control to mitigate risk.

- Support the business in development of outline business cases for projects including creating high level timelines, indicative costs, return of investment and identifying key risks and anticipated benefits
- Liaise with all relevant stakeholders to ensure all relevant information is gathered to help determine priority, feasibility, dependencies and constraints and appropriateness
- Ensure business representatives are clear on the internal PMO processes.
- Follow project governance processes to ensure all required documentation is in place ensuring all project plans, logs, controls are maintained through the life of the project to a high standard
- Create an inclusive and productive project environment that supports ongoing contribution, engagement, and constructive challenge from the initial kick off meeting, through regular project delivery meetings and through to lessons learnt
- Ensure a project RAID log is maintained and utilised as a valuable project management tool. Resolving issues timely, escalating as required; developing mitigation to reduce risk; documenting actions ensuring they are followed through, and recording key decisions
- Produce regular status reports and submit to the PMO in line with Programme Board cycles
- Ensure work packages, tasks and actions are clear and effectively assigned and followed through
- Develop a clear and accurate project budget which, along with regularly reviewed forecasts, is maintained throughout the project lifecycle
- Ensure key milestones are identified and appropriate decision and sign off points are recorded and documented
- Produce and deliver appropriate communications plan to support engagement within the project, across the organisation and externally when required
- Follow PMO methodology ensuring objectives and success measures are recorded and delivered
- Develop deployment plans when projects go live, and handover documentation prepared to support a smooth transition to ongoing BAU operation

Person Specification:

This area focuses on skills and knowledge required in the role.

Essential Criteria

- Holder of recognised Project Management Methodology qualification or equivalent vocational experience
- Experience delivering major projects, across multiple departments
- Knowledge and experience in the creation and management of full project lifecycle
- Experience developing and managing project budgets
- Excellent communication skills both oral and written

- High level of problem-solving ability
- Comfortable under pressure and commitment to tight timeframes
- Highly organised with an eye for detail
- Ability to build trusting relationships with key external and internal stakeholders

Desirable Criteria

- Experience in the delivery of IT related projects
- Experience coaching/mentoring other project managers as well as project team members
- Experience in the Housing or Public Sector

- All employees are expected to be flexible within the scope of the role

*Your Homes Newcastle's Core Values play an integral part in determining our culture going forward and ensuring a progressive, sustainable and healthy working environment for our staff. Our values, practices and behaviours are at the heart of this and how our staff do things is as important as what we do. Our values are Be **Ready**, Be **Amazing**, Be **Revolutionary**, Be **Energetic**.*

*It is no coincidence that our values spell out the word **RARE**. We want YHN to be known as "unusually good or remarkable" and an organisation with people that "stand out from the rest".*

We expect our people to demonstrate the following behaviours:

Be ready - together we're prepared for anything:

This value is about being "prepared, willing, eager and prompt".

The behaviours we expect are:

- Take responsibility to keep up to date
- Take ownership
- Make best use of time and resources
- Own your development and that of others
- Work as one team cooperatively
- Be prepared to contribute
- Be organised and on time
- Share information, knowledge and good practice
- Be adaptable and flexible

Be amazing – we'll exceed expectations

This value is about being "passionate, impressive, excellent and progressive".

The behaviours we expect are:

- Care about people and YHN
- Take pride in what you do
- Behave with sincerity and integrity
- Be your best and inspire others to be theirs
- Do right by our customers
- Have a desire to make things better and improve lives
- Be an advocate for YHN
- Learns from mistakes

Be revolutionary – have courage and be bold

This value is about "leading the way, involvement in change, engagement, being radically new or

different and being creative”.

The behaviours we expect are:

- Prepared to be different
- A positive influence on others
- Consider and think of imaginative solutions
- Decisive and unafraid to do what’s best
- Prepared to challenge constructively
- Open-minded, tries to say ‘yes’ more than ‘no’
- Supports and promotes change

Be energetic – making every day count

This value is about “vitality, being interested, keen, inspirational and motivated”

The behaviours we expect are:

- Passionate in all you do
- Is up for the task
- Celebrates achievements
- Is able to “bounce back”
- Is motivated and enthusiastic
- Challenges poor performance and negative attitude