**JOB PROFILE**

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| **Job Title** | Project Manager  | **Reporting to** | Office Facilities Manager |
| **Division** | Corporate Services | **Department** | Human Resources |

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| **Job Purpose** |
| To execute the closure of **sport**scotland’s owned property in Edinburgh (Caledonia House) including planning, execution & communications of all aspects of the exit. To plan and execute the opening, moving and closure of other sites based on future decisions in line with ongoing wider review of **sport**scotland’s estate. |

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| **Resource Management** |
| **Direct Reports:** 0**Staff Reporting to Direct Reports:** 0**Contractors:** 0**Level of Budgetary Responsibility:**  Oversee a pre-approved budget **Delegated Authority Level:** Level 2 – Authorise purchase orders up to a value of £30,000 |

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| **Key Responsibilities & Accountabilities** |
| * Coordinate internal resources and third parties/vendors for the flawless execution of specified projects.
* Ensure that all projects are delivered on-time, within scope and within budget.
* Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility.
* Ensure effective use and allocation of resource, delegating project tasks as appropriate.
* Develop a detailed project plan to monitor and track progress.
* Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
* Provide regular reports to the Office Facilities Manager as required for (but not limited to) Projects & Programme Board, Estates Strategy Group.
* Manage the relationship with the client and relevant stakeholders in conjunction with the Office Facilities Manager.
* Perform risk management to minimize potential risks.
* Manage allocated project budget in conjunction with the Office Facilities Manager.
* Perform other related duties as assigned.
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| **Knowledge & Experience** |
| **Knowledge (Essential)*** Sound understanding of project management
* Change management skills
* Solid organizational skills including attention to detail and multitasking skills
* Strong working knowledge of Microsoft Office
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| **Experience** * Proven working experience in project management
* Working as part of a multi-disciplinary professional team
* Managing projects and budgets, ideally across both the public and private sectors, providing advice, persuading, and influencing to add value
* Demonstrable experience of decommissioning a property and/or managing an office move
* Written and verbal communication skills
* Using a Project Management Office (PMO) software
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| **QUALIFICATIONS** * Educated to degree-level or equivalent in a relevant discipline (Facilities Management or equivalent relevant experience
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| **Key Competencies** |
| **Leadership** * Articulates a vision that generates excitement, enthusiasm and commitment
* Accepts responsibility for decisions and actions, including difficult but necessary ones
* Demonstrates enthusiasm and energy for achieving business goals with a ‘can do’, ‘will do’ approach
* Leads understanding and adherence to the organisation’s processes, values and expected behaviours
* Encourages praise and recognition of success

**Judgement & Decisiveness*** Takes timely, impartial decisions based on best available evidence and analysis
* Uses a structured approach to developing solutions and reaches decisions through reasoned analysis
* Evaluates the extent to which a decision has major implications for others
* Analyses a range of data, drawing conclusions based on that data
* Identifies opportunities to take measured risks and manages consequences

**Continuous Improvement*** Contributes to and encourages innovation and generation of new ideas within their team
* Encourages team to generate and share ideas
* Offers new ideas and solutions to current challenges
* Tests new ideas with others
* Readily adopts new ways of working
* Gives recognition and responsibility to team members in order to build ownership of ideas
* Works with others to ensure that changes are sustainable and are embedded into the team practice

**Planning & Organising*** Uses appropriate planning against business goals to succeed in own role and provide direction for others
* Contributes to the development of the operational plans
* Explains the operational plans and plans aligned team objectives to ensure the best use of resources
* Takes responsibility for setting deadlines providing regular feedback on progress against the Plan to ensure there are no surprises
* Focuses and encourages others on delivering the Business/Operational Plans

**Results Focus*** Ensures that the team are aware of and comply with health and safety requirements
* Leads delivery at a team level by setting clear goals and measures
* Empowers others to achieve and holds them accountable against the agreed goals and timescales
* Supports and guides to ensure that a target or goal is met
* Can work with the Business to agree priorities when facing conflicting agendas
* Creates a sense of urgency about results on a personal and team level

**Problem Solving*** Is guided by organisational values and operating principles to help select possible approaches which may not align with established procedures
* Uses logic and analysis techniques to solve problems of increasing difficulty that impact across the organisation
* Quickly assimilates and makes sense of complex data, information, ideas and themes
* Coaches other to solve problems

**Working With Others*** Recognises or pre-empts any sources of conflict and assesses how best to manage situations, ensuring continued collaboration
* Builds a sense of team spirit, encouraging shared ownership of goals and deliverables
* Deals tactfully and confidently with people at all levels of the organisation (internally and externally) building collaborative relationships
* Resolves conflict within the team maximising the opportunities it presents
* Values and draws upon the contributions, experiences and background of others
* Communicates openly and honestly with others
* Builds relationships to gain support and buy-in

**Performance Management*** Manages day to day performance constructively, consistently, fairly and promptly
* Openly recognises and rewards good performance and ensures that individuals know that their work is important
* Acts quickly and fairly to address poor performance
* Provides encouragement and regular feedback on performance
* Demonstrates the importance of performance management by agreeing SMART objectives with team members, monitoring performance, providing feedback and engaging in developmental discussions
* Quickly takes the appropriate action to deal with those who breach organisational standards and behavioural expectations

**Developing Self & Others*** Supports the achievements made within the demands of the role
* Helps people to learn from mistakes in support of a learning culture
* Selects the best method to meet the learning needs of the individual, coaching/supporting as appropriate
* Knows individuals’ strengths and weaknesses and allocates work to provide them with opportunities to develop and improve
* Seeks multiple ways to support their own development and that of their team
* Prioritises the learning and development needs of individuals and teams to meet the role requirements
* Undertakes continuous professional development to meet the needs of their role and to provide best practice service
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