



## Role Profile

<b>Job Title</b>	Heritage Project Manager	
<b>Role Profile Title</b>	Project Manager	<b>Pay band 8</b>
<b>Department</b>		
<b>Location</b>	Fermanagh Reserve, Northern Ireland Region	
<b>Reports to</b>	Programme Manager	
<b>Direct Reports (including Volunteers)</b>	None	
<b>Job Purpose</b>	To deliver projects using the RSPBs Project Management Framework, successfully delivering the outputs and objectives of those projects.	
<p><b>The RSPB have generic role profiles linked its pay and reward structure which our job vacancies are aligned to. These include a list of indicative key result areas and requirements for the role.</b></p> <p><b>More specific details on the role can be found in the job advert and accompanying job pack.</b></p>		
<b>Key Result Areas</b>		
<ul style="list-style-type: none"> <li>❖ Put in place the right governance structure to keep their projects on track and ensure adherence to our strategic priorities.</li> <li>❖ Produce relevant project documentation (including highlight reports).</li> <li>❖ Ensure that stakeholders, including customers, are kept fully involved and informed.</li> <li>❖ Estimate and manage the project(s) duration determining when activities and events are planned to happen - ensuring the timely completion of the project(s).</li> <li>❖ Identify, record, manage and communicate risks and issues, putting in place appropriate contingency actions - to reduce the likelihood of events that might prevent project outputs and objectives being delivered on time.</li> <li>❖ Agree and implement a quality strategy - to determine what are the acceptable standards for the outputs and objectives of the projects.</li> <li>❖ Manage the project budget against forecast, estimate costs, ensure that exceptions beyond tolerance are escalated and approved - so that project costs are kept within agreed tolerances.</li> <li>❖ Ensure that all changes made to project baselines are managed effectively - to prevent scope creep.</li> <li>❖ Take responsibility for overall progress and use of resources and initiate corrective action where required – to keep the project on track.</li> </ul>		

- ❖ Direct and motivate the project team – to achieve project success by focussing on a common goal.
- ❖ Manage handover to 'business as usual' by formally bringing the project to an end, preparation of any follow on actions required and communicate to others where relevant.
- ❖ Contribute to sharing of project management best practice across the RSPB.

<b>Key Contacts and Working Relationships</b>	
<b>Internal</b>	<b>External</b>

- ❖ Work closely with the project executive to ensure that scope, risks, issues, assumptions, decisions, and communications are being managed appropriately.
- ❖ Internal customers and users by managing the communication between project delivery team and the customer, to translate technical or practical outputs into the requirements from the customer.
- ❖ Inspire the project team to deliver the best they can, to deliver the requirements of the project by promoting the sharing of ideas and solutions across the project team.
- ❖ Communicate with decision makers, to ensure effective engagement with the project.
- ❖ Where appropriate, communicate with their programme manager.
- ❖ Networking with other RSPB project and programme managers to share project management best practice.

- ❖ Communicate with external suppliers and/or partners to manage activities, costs and other contractual obligations (within the scope of the project).
- ❖ Sending Invitations to Tender, and managing the responses.

<b>Financial Responsibility</b>
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- ❖ This role is not accountable for specific budgets (including projects).
- ❖ This role is responsible for specific budgets (including projects). Responsible means:
  - ❖ Monitors spend against targets whilst minimising risk.
  - ❖ Decides on appropriate expenditure to meet objectives.
  - ❖ Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.

<b>Essential skills</b>
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- ❖ Competent IT user (e.g. MS packages, Outlook etc).
- ❖ Attention to detail and ability to understand financial systems.
- ❖ Demonstrable leadership ability, able to lead without line management authority.
- ❖ An ability to produce clear written communications.
- ❖ An ability to persuade and influence a wide range of people, both internally and externally.
- ❖ Demonstrable ability to manage changes within projects.
- ❖ Excellent problem solving skills and ability to find creative solutions.
- ❖ Able to work under pressure and adapt to changing circumstances.
- ❖ Demonstrated ability to provide advice and interpretation of policy and procedures associated with project management.

- ❖ Logical & methodical, analytical and a good eye for detail.
- ❖ Proven time management and organisational skills.

### Essential experience

- ❖ Experience of working to a standard project management approach (eg RSPB Project Management Framework, Prince II).
- ❖ Experience of leading and managing multidisciplinary teams.
- ❖ Experience of delivering a number of projects.
- ❖ Experience of Benefits Realisation.
- ❖ Cost and budget management.

### Desirable qualifications, knowledge, skills and experience

- ❖ Project Management Qualification or appropriate training.
- ❖ Experience of working with external stakeholders such as agencies and contractors.
- ❖ Demonstrable experience of developing and working in partnerships to achieve shared outcomes.

### How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

**Direction:**

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

**Energy:**

You bring energy and urgency to the RSPB to motivate people to do the best they can.

**Capability:**

You build your own and other people's capabilities, directly and indirectly.

**Relationships:**

You communicate effectively and build productive internal and external relationships.

**Change:**

You support continuous improvement and change and constantly look for way to do things better.

**Advocacy:**

You act as an advocate for the RSPB.

**Performance:**

You get things done, achieve ambitious goals and the RSPB's aims.

**In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:**

- ❖ Encourages everyone to pull in the same direction.
- ❖ Sets clear work priorities for people.
- ❖ Demonstrates a willingness to make decisions and take action.

- ❖ Trusts the decisions and expertise of others.
- ❖ Forms positive relationships with different people.
- ❖ Promotes communication across department boundaries.
- ❖ Challenges people to eliminate wasteful or non-priority activities.
- ❖ Speaks positively about the RSPB with colleagues.
- ❖ Demonstrates responsibility for getting things done.
- ❖ Holds people accountable for delivery.

#### **Additional Information**

- ❖ The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- ❖ In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.

