

## Role Definition

Job Title: Technology Senior Project Manager  
Reporting to: Head of Technology Programme on a day to day basis and ultimately to the Head of Technology

The Technology Senior Project Manager's role is to ensure the successful delivery of large and complex projects in a controlled environment.

## Responsibilities

### Project Coordination

- To deliver projects within the agreed Foster +Partners project management process
- Create and maintain appropriate project documentation
- Work with Customers to establish project scope and requirements
- To create transition plans in collaboration with Support teams to enable the effective operation of changes
- Enable appropriate coordination and communication across the project delivery team.
- Escalate relevant risk and issues to Head of Technology Programme
- Ensure that project budgets are agreed, monitored and reported against

### Project Leadership

- Provide guidance and leadership to the Programme team to enable them to successfully undertake projects.
- To assist the Head of Technology Programme in the research and development of the Project and Programme Management Methodology
- To provide guidance and assistance to Technology teams in delivering discrete work packages
- To assist in the training and development of Project Manager's within the Programme team

### Project Delivery

- To understand and define the Business Benefits for each project.
- To define, develop and manage Quality across the project.
- Regularly report on project progress to Head of Technology Programme and to Programme Owners
- Ensure the effective communication of changes to those affected
- Provide effective communication to senior stakeholders and Programme owners

- Ensure that changes delivered by the project or changes to the project go through an appropriate change management process
- Ensure the relevant service transition training and documentation is handed over to operational teams.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise to assist, as required

## Qualities and Skills required

### Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Formal project management qualification, e.g. Prince2, AGILE
- Proven experience in delivering IT projects
- Sound technical awareness including MS Windows, networking and communications
- Excellent leadership and people management skills
- Set and maintain high standards for customer service, timely delivery and excellent communication
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Methodical and accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Resilient to cope with conflicting demands
- Able to prioritise duties and work under pressure
- Able to build good relationships at all levels, internally and externally
- Able to manage and prioritise tasks and time efficiently
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Self motivated and able to take responsibility
- Flexible attitude
- Able to remain calm and resilient at all times

### Desirable

- IT Infrastructure Library awareness
- Experience in delivering projects with an AGILE approach.
- Empathy with a creative environment
- Appreciation of, and commitment to the business of the Practice

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.