**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 |
| **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 |
| **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 |