

POSITION DESCRIPTION

Position Title: Group: Senior Project Manager	Direct Manager: IS Planning Manager	
Budget Responsibility: None	Direct Reports: Nil	Indirect Reports: Nil

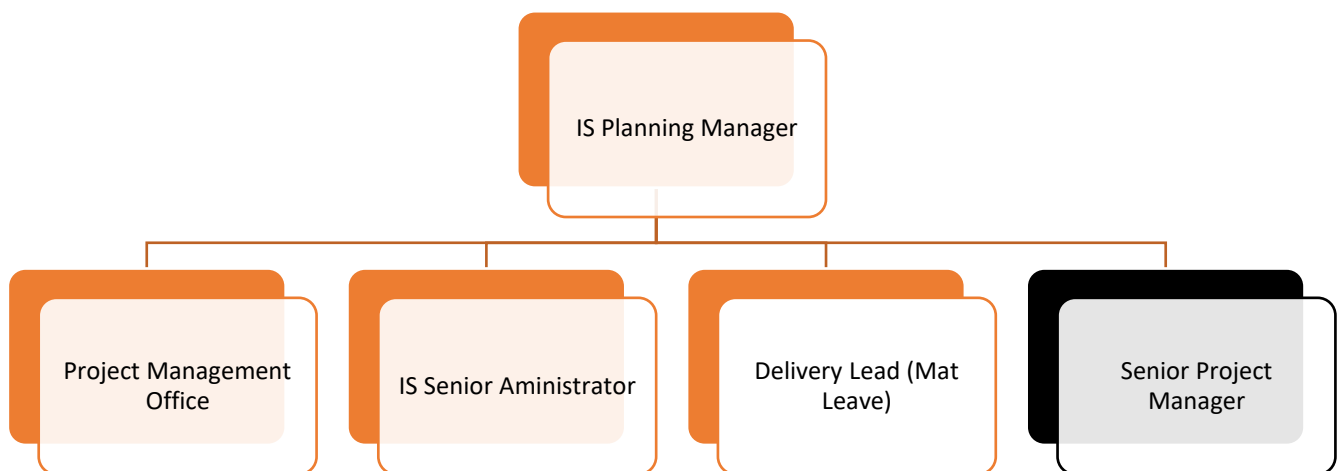
WHAT YOU'RE HERE TO ACHIEVE

Key purpose:

As part of the Portfolio Management Office (PMO), this role is responsible for the successful delivery of IS-led projects, by achieving project objectives within the given timeframes and budget allocation.

This role will also contribute to the continuous improvement of the end-to-end project lifecycle framework

WHERE YOU'LL FIT IN #TEAMGALLAGHER



WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
IS Managers Steering Groups and Sponsors Subject matter Experts (SMEs) Business Process Owners Change Manager	Strategic Partners

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Learning and Development	
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WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
Project Management	<ul style="list-style-type: none"> ● Successfully lead, manage and drive multiple IT projects from initiation to closure. ● Projects are delivered on time, within scope, and within budget. ● Develop detailed project plans, including tasks, goals/milestones, timelines, and deliverables. ● Maintain comprehensive project documentation and records. ● Coordinate with cross-functional teams to ensure project alignment with business objectives. ● Facilitate project meetings and ensure effective communication among team members. ● Collaborate with resource managers to negotiate access to internal and external labour resources. ● Maintain and communicate project schedules, including resource requirements/constraints and dependencies as required. ● Conduct post-project evaluations to identify successes and areas for improvement. ● Compliance with all relevant processes, regulations, standards and organisational policies. ● Mentor and support team members to build project management capabilities. ● Develop, maintain and report project costs including budgets and actuals across labour, opex and capex as required.
Stakeholder Management	<ul style="list-style-type: none"> ● Support the project sponsor to inspire and motivate project teams to achieve the objectives, outputs, outcomes, and ultimately project success. ● Develop and maintain strong ongoing sponsor relationships. ● Ensure all relevant stakeholders are engaged and have the information necessary to understand their timely contribution to project success. ● Foster strong relationships with key stakeholders to support project success. ● Engage with stakeholders at all levels to ensure clear and consistent communication. ● Manage stakeholder expectations and secure necessary approvals. ● Address stakeholder concerns and feedback promptly and effectively.
Project Lifecycle Framework	<ul style="list-style-type: none"> ● Contribute to the continuous improvement of the project lifecycle framework.

	<ul style="list-style-type: none"> • Identify opportunities to enhance project management processes and methodologies. • Framework aligns with organisational goals and industry best practice. • Implement the use and contribute to the wider adoption of best practices, templates, and tools to standardise project management processes. • Continuously review and improve the framework based on feedback and lessons learned. • Projects are delivered in-line with the project lifecycle framework whilst remaining flexible enough to cover the needs, scope, and size of the desired project outcomes.
Continuous Improvement	<ul style="list-style-type: none"> • Actively participate in and encourage a culture of innovation and continuous improvement. • Identify opportunities to enhance project management processes and methodologies. • Share best practices and lessons learned with the PMO and project teams. • Implement changes to improve efficiency and effectiveness of project delivery.
Reporting	<ul style="list-style-type: none"> • Provide regular project status updates to senior management and stakeholders. • Highlight key milestones, risks, and issues in project reports. • Transparency and accuracy in all project reporting. • Use project management tools to track and report on project progress.

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

HOW YOU'LL BE DOING IT

Qualifications and / or Experience: - *examples*

- An industry recognised project management qualification
- Comfortable working with stakeholders at all levels of the organization
- Extensive experience managing multiple projects of varying size and complexity concurrently
- Experience with major Information Technology Change projects, such as technology migrations, new platform implementations, especially those requiring high user engagement and adoption
- Experience in gathering business requirements and creating project briefing documents
- Ability to function in a fast-changing environment where the process framework is under development.

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Skills / Competencies:

- Experience with cloud, networking and infrastructure projects
- Agile Project Management Skills
- An open, collaborative, servant leadership style
- Technical knowledge to enable delivery of Infrastructure projects
- Superb interpersonal skills able to build effective relationships with all types of personalities, and adjust style and approach accordingly.
- Strong commercial acumen, able to understand the business/customer goals and build the project parameters accordingly (balance time, cost, quality).
- The ability to identify and document the needs of the business in a time effective manner.
- Good verbal and written communication skills
- The ability to work under pressure and to deadlines
- The ability to self-motivate and work independently but also as an active member of a project team.
- Work in a manner that enhances team spirit and overall team output, sharing knowledge and experience to help develop the team.
- The ability to learn quickly
- Must be customer focused
- Awareness of change management practice would be an advantage

Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

