Project Manager (Permanent)
Full time, although job share applications welcome
Salary Range: £32,709 to £40,560
Location: Holyrood, Edinburgh

The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Digital Services Group (DSG) provides a range of digital services and solutions to the Scottish Parliament. As part of the DSG the role is based in the Parliament’s Business Information Technology (BIT) Office. The BIT Office develops and maintains the IT applications, infrastructure, solutions and services that support the business of the Parliament and its Members. We support about 1250 network users, mostly at Holyrood, but also in more than 100 local offices as well as a number of homeworkers.

You will be joining the Resources & Governance Team, a team of around 10 staff which provides business relationship management, administrative and financial support to the BIT Office as well as project and portfolio management. There are currently three fulltime Project Managers in the team. The primary function of the role is to manage projects within the Parliament’s Digital Project Portfolio successfully to quality, cost and time targets.

**Duties**

Reporting to the Portfolio Management Office (PMO) Manager, your role will be to plan, resource, monitor and control all aspects of project delivery, including project team building and motivation, within the expected performance targets for time, cost, quality, scope, benefits and risks.

Your responsibilities will include:

- Design, implement, evaluate and audit project management processes, methodologies, tools and templates for use within BIT to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations whilst delivering the expected benefits.
- Ensure alignment between BIT / Digital Services and the appropriate corporate practices and standards
- Collaboratively and constructively develop and deploy programme and project management best practice, methods and tools
- Work with the PMO Manager to deliver high quality support to the BIT Management Team, including developing and managing project and resource plans and budgets, and running reporting, risks/issues management and QA processes
- Plan, resource, monitor and control all aspects of project delivery, including project team building and motivation, within the expected performance targets for time, cost, quality, scope, benefits and risks
- Undertake the role of project manager on complex IT or Digital projects, including application and infrastructure elements
- Ensure effective project controls (including project reporting, quality review, risk management, change control, etc.) are in place for projects
- Ensure effective business analysis and facilitate the production and maintenance of project business cases and plans.
- Work with project executives or Senior Responsible Officers (SROs) to ensure the conditions are set up for project success at the outset and drive corrective action where necessary
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Define project success criteria and disseminate to involved parties throughout project life cycle.
- Conduct project closure and create a recommendations report in order to identify successful and unsuccessful project elements with a view to learning lessons and improving project delivery in the future

Skills, Knowledge and Experience Required

You will be educated to degree level or professional diploma in a computer science or engineering based subject but relevant professional qualifications certifications (e.g. PRINCE2, MSP, etc.) will be considered.

You must be able to provide evidence to demonstrate the following skills:

1. Project Management
   - Good understanding of IT or Digital project and service delivery with experience in IT Project Management roles
   - Good understanding of change management
   - Experience of work planning, scheduling and reporting
   - Mentor and develop the project management skills of other colleagues
   - Knowledge and experience of the application of a relevant industry standard / best practice, e.g. PRINCE2 and or an Agile Methodology.

2. Problem Solving
   - Ability to evaluate complex and ambiguous information and then develop a coherent plan of action using strong analytical planning and organisational skills
   - Experience of managing project dependencies, risks and issues

3. Financial and Resource Management
   - Good understanding of project-related budgeting processes
   - Ability to track spend and commitments against budget and report accordingly
   - Capable of helping others define business cases and justify investment decisions
• Able to facilitate and assist project teams to estimate resources requirements (capacity) and skills / capability required to successfully deliver projects

4. Leadership, Team Working and Motivation
• Able to positively lead and inspire project teams to work together to successfully deliver goals
• Able to generate enthusiasm and collaborative working to successfully deliver organisational goals
• Able to matrix manage project teams made up of colleagues from various disciplines

5. Communication and Interpersonal Skills
• Ability to convey complex project information to a wide variety of technical and non-technical stakeholders
• Good engagement skills with the ability to influence, resolve conflict and manage expectations
• Empathy, tact and sensitivity

Please provide evidence of these qualities in your application.

To apply, please send your application to jobs@parliament.scot by 12pm on Monday, 26 June 2017. Interviews are expected to take place week commencing 17 July 2017.

Working Pattern

Full time, with applications on a job share basis welcomed.

Benefits

We offer a great range of benefits including 41.5 days’ leave (including public holidays), the opportunity to join the Civil Service pension arrangement and flexible working arrangements and family-friendly policies.

Salary

The salary range for this post is shown below:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3 (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£32,709</td>
<td>£35,062</td>
<td>£37,414</td>
<td>£40,560</td>
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</tbody>
</table>

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.
Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1,631 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 10.5 days public and privilege holidays (increasing to 11.5 days in the 2017/18 leave year. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

Pension

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at www.civilservice.gov.uk/pensions

Age
The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

**Travelling and Other Expenses**

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

**Probation**

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

**Outside and Political Activities**

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

**Health and Safety**

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

**Data Protection**

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.
Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB’s terms and conditions of employment.

Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.