



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Project Manager (Project Management Office.)

Department: Project Management Office.

Reports to: HR\Finance Programme Manager

Contract Type: Fixed Term

Key relationships:

- Executive and Senior Leadership Team
- All RCN Group functions.
- External suppliers and partners

Hours: 35 hours per week
(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

Grade: F

London Weighting: As applicable

Location: London

JOB PURPOSE

The post holder will be responsible for providing comprehensive, proactive and structured responses to manage projects, provide professional project management expertise and embed a culture of continuous improvement and innovation.

The role of the Project Manager is to work within the HR/Finance Transformation Programme to manage projects of strategic and operational importance that support transformation across the RCN Group.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Champion the right change, in the right way by adhering to Project Management Office. governance, processes and procedures.
- 1.2 Lead, manage and motivate a multi-skilled professional workforce to deliver projects on time, within scope, agreed budget and with the defined resources.
- 1.3 Build a project management body of knowledge to support Portfolio Office excellence.

2. Projects

- 2.1 Embed project management methodology to ensure consistency, accountability and achievement of milestones across all projects.
- 2.2 Develop effective working relationships and work collaboratively with teams and individuals that interface with the projects/programmes.
- 2.3 Develop efficient ways of working by continually reviewing and implementing improvements to all systems and processes.
- 2.4 Champion the use of project management methodology across the organisation.

3. Financial responsibilities

- 3.1 Act as the direct contact with the Finance Department regarding the financial management of each project or programme.
- 3.2 Establish, monitor and manage the overall budget and expenditure of projects/programmes and ensure financial reports are prepared as required.
- 3.3 Manage invoicing and financial arrangements (where needed) associated with projects/programmes.

4. Specific role responsibilities

- 4.1 Advise support and raise awareness of project management methodology for work streams across the organisation.
- 4.2 Work to embed a consistent approach to the management of project work across the Project Management Office. directorate.

- 4.3 Advise on good practice in completing business cases, stakeholder engagement, risk management, defined output, outcomes and benefits as well as acceptance criteria.
- 4.4 Manage dependencies between project streams' objectives, outputs and outcomes.
- 4.5 Support staff to adhere to the appropriate reporting and governance mechanisms in the organisation.
- 4.6 Develop and manage project budgets, cost projections and estimate resource requirements.
- 4.7 Produce, monitor and update project plans. Ensure accurate and timely reports on project status throughout the life cycle, including up to date project logs, highlight and exception reporting.
- 4.8 Provide project transparency of risks, issues and decisions through the development and regular maintenance of RAID logs.
- 4.9 Facilitate workshops, project delivery meetings and stakeholder engagement sessions.

5. Additional responsibilities

- 5.1 Post-holders will work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members.
- 5.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 5.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- 5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Asif Jahangir, HR\Finance Programme Manager
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