

Job Description

Project Manager

1. General Information

Role Title:	<i>Project Manager</i>
Division:	
Reporting To:	Project Managers Lead
Position Number:	
Date:	
Status:	

2. Role Overview

The position will manage and coordinate a number of key corporate projects undertaken by Company X. The position is accountable for ensuring projects are delivered on time, within budget and fully meet all project deliverables.

The projects management function is directly responsible for project initiation, planning, resource allocation and documentation to all stakeholders. Project governance, prioritization, reporting and quality assurance will be undertaken in collaboration with the Program Management Office (PMO).

As a member of the Projects and Consulting team, the Project Manager will ensure that projects comply with Company X policies, quality standards and regulatory and statutory requirements as outlined by the Program Management Office (PMO). The position will provide leadership, mentoring and coaching to other project teams.

As a senior Project Manager, this position is also responsible for identifying process improvements and opportunities within the project framework.

3. Key Accountabilities

- Lead the project management of priority projects with a focus on delivery against project targets inline with Company X processes.
- Provide expert consulting support to COMPANY X managers and technical staff in planning for and implementing COMPANY X projects, including scoping new projects, developing comprehensive business cases, and building detailed project plans.
- Negotiate with COMPANY X teams regarding the appropriate allocation of competing resources to projects.
- Lead and drive internal resources to deliver project outcomes utilizing appropriate resource planning tools and processes and resolve complex project issues as they arise.
- Develop, maintain and assist COMPANY X managers and project staff in project monitoring and status reports; identifies the critical paths in each implementation and ensures the project team delivers on time and on budget whilst identifying process improvements.
- Communicate regularly with internal stakeholders and external customers at the senior level, in order to ensure the delivery of high quality service.
- In conjunction with the Account Manager, lead the coordination and communication between COMPANY X project staff and COMPANY X partners & customers, especially on large technology upgrade & deployment projects.
- In conjunction with the PMO, contribute to the development of project management standards, tools and processes for the COMPANY X.