

JOB DESCRIPTION

Job Title:	Date & Version Control
	Date:
Project Manager	March 2024
Reports to:	Version:
Programme Manager	1.2
Direct Reports:	Produced by:
None	Programme Manager

Job Purpose & Scope

Leek Building Society is currently on a journey to deliver an ambitious programme of change which will contribute to its overall strategy.

As part of the overall programme, this exciting and diverse role is required to support the Society in delivery of our corporate plan through scoping, managing, and delivering change.

We require an individual to join our Change team who has the experience and passion to motivate teams and deliver projects across the change programme. This includes increasing our digital capability, driving business efficiencies, and ensuring we deliver regulatory change.

Duties and Key Responsibilities

Main areas of work

The Project Manager is responsible for the day-to-day management of projects and has proven experience of:

- Scope and Schedule management
- Risk and Issue management
- Finance and cost control management
- Resource and people management
- Benefits management
- Communication management
- Test and release management

The Project Manager needs to be confident dealing with a wide variety of stakeholders and also needs to adapt their style of management and leadership to each situation. The post-holder will have the personal and professional experience to build and manage meaningful and supportive relationships across the team and with external providers in order to deliver successful projects.

In addition, the Project Manager will be expected to:

- Clearly and thoroughly identify the scope of the project(s)
- Work with the project team to identify and schedule all the work required to fulfil the scope
- Identify resourcing needs in line with the project plan
- Manage projects in line with the Change Management Framework and Change Risk Management Policy
- Coordinate day to day testing activities
- Where appropriate, deliver serviceable outcomes to the business through effective handovers

Conduct Rules

All employees are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity
- You must act with due skill, care and diligence
- You must be open and co-operative with the FCA, the PRA and other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct
- You must act to deliver good outcomes for retail customers.

Financial Crime

All employees are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society's Anti-Money Laundering systems and controls and follow the Society's procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not 'tip off' a customer or prejudice an investigation

Person Specification - Project Manager

Qualifications & Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> Professional qualification in project management, such as APM Project Management Qualification (PMQ) or another recognised qualification (e.g. Prince2 or PMP) or relevant experience Knowledge of project management in a portfolio management environment Knowledge of change management and process improvement methodologies <p>Desirable:</p> <ul style="list-style-type: none"> Knowledge of and familiarity with Financial Services
Experience	<p>Experience of:</p> <ul style="list-style-type: none"> Delivering complex and / or material projects to time, cost, and quality Managing multiple concurrent projects and appropriately handling conflicting demands Translating analysis into practical implementation Facilitation and workshop experience Managing test cycles. Different project management approaches e.g. agile and waterfall. Working with third party providers to deliver change.
Skills & Abilities	<ul style="list-style-type: none"> Well-developed planning and organisational skills including scope and schedule management Risk and issue management experience Finance and cost control management experience Resource management experience Benefits management experience – including producing business cases and benefits tracking Outstanding communication and inter-personal skills Effective negotiation skills MS Project experience
Other Requirements	<ul style="list-style-type: none"> Travel to other business locations when required