

Job Description

Job title:	Project Manager
Directorate:	Governance and Assurance
Reporting to:	Quality and Compliance Manager
Direct Reports:	N/A
Salary:	£42,000
Hours:	37.5
Location:	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF (hybrid).
Contract Type:	Full-time. 12-month fixed-term contract, with the possibility of an extension.

Main purpose of the role

Resuscitation Council UK's Quality and Compliance Team leads on driving quality management and continuous improvement across the organisation. Positioned within the Governance and Assurance Directorate the team works alongside our customer services and HR team, to ensure our products and services are meeting the needs and expectations of our people. Our certification in ISO9001: Quality Management, demonstrates our ongoing commitment to continuous improvement.

As an experienced Project Manager, you will be responsible for leading on key organisational projects, driving deadlines and delivering excellence in our products and services. Working with colleagues across the organisation you will facilitate open and inclusive communication, maintain high attention to detail; close control of budgets; and manage change control.

This is a fixed-term, 12-month contract, with the possibility of an extension.

Duties and responsibilities

- Act as Project Manager across concurrent projects that span the work of RCUK.
- Drive consistent standards of project management across teams, including clinical, technical and engagement projects.
- Champion RCUK established project management process and governance requirements with colleagues.
- Advise on best practice and drive continuous process improvement.

- Maintain project documentation in collaboration with project teams.
- Report to Project Board.
- Champion collaborative, open and inclusive engagement with internal and external stakeholders.
- Maintain tight control of project budgets, working in collaboration with Finance, and taking responsibility for project spend.
- Ensure a risk-based approach is adopted through the project lifecycle, ensuring a suitable level of mitigation is in place and under constant review.
- Escalate concerns as appropriate.
- Monitor and review appropriate performance indicators and report outcomes.

This list is not exhaustive, and the role may involve other duties as reasonably requested by the organisation's management.

Other

- In addition to the duties outlined above, the role may also include any other duties reasonably requested by their line manager.
- It is a requirement of all RCUK staff to take an active participative interest in their own continuing professional development.
- This role may occasionally involve working outside standard hours and involve occasional weeknight/weekend work.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Qualified in at least one recognised project management methodology at practitioner level: Prince2, Agile, PMP.	E
Significant experience managing a diverse portfolio of large and complex projects.	E
Track record of successfully delivering strategic projects on time and budget.	E
Demonstrable experience of managing the full project lifecycle, from project initiation through to delivery and post-project review.	E
Understanding of ISO9001:2015 Quality Management.	D
Good understanding of Data Protection legislation (Data Protection Act, PECR, GDPR).	D
EXPERIENCE	
Significant experience managing a diverse portfolio of large and complex projects.	E
Track record of successfully delivering strategic projects on time and budget.	E
Demonstrable experience of managing the full project lifecycle, from project initiation through to delivery and post-project review.	E
Able to demonstrate a strong and developed project management skill set, having applied ongoing learning from critical review of project delivery and success criteria.	E
Experience managing multiple stakeholders at all levels, both internal and external to the organisation.	E
Significant experience in managing project budgets and resourcing.	E
Knowledge and experience of managing risk within projects.	E
Cross-sector experience in managing projects.	D
TECHNICAL SKILLS	
Able to deliver multiple project stages across project teams, within deadlines and budget.	E
Able to maintain high level overview of multiple projects, without taking an eye off detail.	E
Able to deliver projects in areas that rely on the knowledge and expertise of our subject matter experts.	E
GENERAL SKILLS AND ATTRIBUTES	
Excellent oral and written communication skills.	E
Highly collaborative, with great people and leadership skills, able to work with and get the best from team members from across disciplines.	E

Results driven.	E
Able to balance competing demands on time and re-prioritise as required.	E
High levels of professionalism and integrity.	E
Strong eye for detail.	E
Flexible and adaptable; a good team player.	E
A natural organiser who can see the bigger picture.	E
Confidence to drive project teams and inspire delivery of tight timescales.	E
Commitment to, and promotion of RCUK's vision and values.	D
Commitment to the principles of EDI and adherence to RCUK's policies and procedures.	D
Take an active role in own CPD.	E

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.