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| Project Manager |

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| Role Name | Reports to |
| **Project Manager** | **Head of Business Transformation** |
| Description  |
| As a Card Factory Project Manager, you would be responsible for managing multiple Technical and Commercial Projects as part of the Business 5 year strategy Plan and IT Portfolio of work. You will contain and resolve issues within the projects that do not require sponsor attention and ensure sponsors receive the right information at the right time regarding project performance. As a PM it is integral that you uphold a strong relationship with key stakeholders as they will dictate the project expectations. Ultimately, you will serve as the point of contact for the Project, Project Spon­sor, Business Unit and overall project team. As a Project Manager, you will promote and uphold the CF Project Lifecycle and governance guidelines in delivering projects to Time, Cost and Quality. |
| Operational |
| * Must have a clear understanding of the Software Delivery Lifecycle (SDLC) and be responsibility for ensuring the integrity of Card Factory Project methodology is maintained
* Must have worked in a Prince2 environment or similar
* Must be able to demonstrate a strong track record of successfully controlling and delivering a number of IT and business projects in a complex end to end retail business including but not limited to: back office systems, supply chain, warehouse, HR & Finance, Architecture and Infrastructure. Managing end-to-end delivery for Projects to support the strategic direction of the organisation.
* Liaise with functional business groups in order to scope project requirements and ensure best practice is adopted and interdependencies are recognised/optimised.
* Control business projects to agreed time/cost/deliverable targets.
* Responsibility for ensuring client sign off at each stage of the project.
* Ensure compliance is adhered to against legal, regulatory, policy and best practice requirements within any given project.
* Support any project related Testing (ST/SIT/UAT/Regression/Performance/Operation) within your statement of work
* Ensure the smooth transition of projects from development to Live.
* Responsible for producing and maintaining MS Project plans
* Management of any project related Risks, Issues, Dependencies and Change Requests
* Strong MS Teams, Project, Visio, PowerPoint and Excel skills.
* Provide project performance information to sponsors per the schedule defined in the performance reporting process.
* Developing a budget and operating plan for the project.
* Managing a team with a diverse array of talents and responsibilities.
* Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
* Producing accurate and timely reporting of project status throughout its life cycle
* Producing project governance adherence to a gold standard
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| Key Tasks |
| * Project plan, Business case and PID development
* Project change control
* Reporting
* Risks and issues management
* Project closure including the capture of lessons learned.
* Document and configuration control
* Resource demand planning
* Stage gates
* Project Budget management
* SDLC compliance
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| Essential |
| * Expert Knowledge of MS Project
* Experience with stakeholder and supplier management
* Strong Technology, Infrastructure and software knowledge
* Strong customer service orientation
* End to end supply change knowledge
* Retail background
* Experience of being involved in complex projects or change Programmes
* Ability to prioritise a varied workload and manage frequent interruptions
* Strong analytical, conceptual, and problem-solving abilities.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions in verbal, written or diagram form and deal with several abstract and concrete variables.
* Ability to effectively prioritise and execute tasks in a high-pressure, ever changing work environment
* Highly self-motivated and directed.
* Keen attention to detail.
* A positive outlook, ensuring that we deploy a “can do” attitude to clients and colleagues, treating everyone with respect.
* A people person, and a strong team player.
* Bachelor degree or master degree in business or related field
* Prince2 Practitioner
* Proven experience in project management and managing a project team
* Proven stakeholder management skills.
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| Preferable |
| * Presentation skills.
* Six Sigma/ISO/CMMi
* Process analysis and documentation
* Able to influence and negotiate with people at all levels
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