

Senior Project Manager (G7)

The UK Health Security Agency (UKHSA) has been set up to provide health security and health protection for the nation by protecting from infectious disease and external hazards. We will act like no other organisation previously to mitigate threats to health before they materialise.

UKHSA will build the nation's health resilience and security, strengthening our ability to detect and monitor infectious diseases and external threats to health. Using robust evidence and world-leading expertise, we will go deeper to analyse threats to health, and how best to prevent and control them. UKHSA will ensure a system-wide response in partnership with local authorities, NHS, academia, global professional institutes, and industry.

You will be joining the Science Hub Programme which has responsibility for the strategic development, co-ordination, and delivery of the new site. Although this is not just about re-provisioning facilities, it is an organisational change programme. The scope is therefore broad and not only includes "bricks and mortar" but also business change management, physical transition, staff/public engagement, communications and HR elements such as relocation.

The programme has a small civil service core team that manages and controls the day-to-day work. Overall, this is headed by the Programme Director, supported by a Programme Manager and a management team. There is also a client-side Project Support Office, together with a framework of specialist suppliers for design, technical project management, cost management and other disciplines.

The team are responsible for:

- Developing the Programme Business Case and taking it through the approvals process to secure investment to deliver the new capabilities for UKHSA and realise the projected benefits.
- Managing the delivery of the programme's requirements, these will be used to inform our external designers.
- Ensuring the programmes supply chain deliver their individual packages of work in accordance with their contracts, adhering to the scope, cost, time and quality.
- Providing project leadership and guidance to junior project managers and the capabilities team.
- Achieving the delivery and close out on each of the RIBA stages.

Job Description

As a Senior Project Manager you will lead on the day to day running of a project(s) that are typically moderate in complexity. These are likely to influence the UKHSA long term outcomes, goals or in year strategic objectives. You will be responsible for overseeing the delivery of the individual project(s), ensuring that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints. You will have effective leadership, interpersonal and communication skills and will play a key role in project governance, working with stakeholders to ensure the agreed project outputs are delivered to enable benefit realisation.

This role is aligned to the Project Delivery Capability Framework (PDCF) career pathway Project Manager 3.

Roles and Responsibilities

- Lead or support the Lead Project Manager with the day to day running of the project, taking ownership and accountability for delivering agreed outcomes within time, cost and quality constraints.
- Develop business cases to secure funding at either the programme or project level, engaging with a range of stakeholders to ensure that all five-cases are developed to high standards and in accordance with UK Governments Green Book.
- Deliver the agreed business case benefits and outcomes. Monitor the longer-term delivery of benefits against the business case, ensuring an appropriate Benefits Realisation Strategy is in place.
- Develop and maintain project plans and determine appropriate delivery methodology. Setting project controls, managing performance and report progress to sponsors.
- Provide detailed costings for the overarching business case.
- Lead development of the budget and track project spend.
- Identify skills requirements and deploy suitable resources.
- Identify key stakeholders, internal and external and effectively manage these relationships.
- Work with Subject Matter Experts to develop the scientific requirements, effectively managing these relationships.
- Identify and monitor project risks and issues. Develop mitigating actions, escalating as appropriate. Identify and work with related projects to manage interdependencies.
- Support effective governance and decision making. Provide project reports, engaging in processes that hold you accountable for delivery.
- Engage with assurance reviews and support recommended action. Co-ordinate project assurance processes and gateway reviews.
- Set up effective change management processes, including documenting agreed changes to the project deliverables.
- Lead on commercial activities, working with our commercial colleagues to ensure timely procurement of supplier services, while ensuring value for money is achieved.
- Role model commitment to personal development, promoting individual and team performance through support, guidance, and coaching.
- An active member of the UKHSA Project Delivery Profession Community.

Essential Criteria:

- Experience of successfully managing several low or medium complexity projects covering planning, scheduling, budget management, resource management, benefits, risk and issue management.
- Detailed knowledge and experience of project methodologies and frameworks, governance, assurance, requirements management and change control in a project or programme environment.
- Experience of managing the development of high-value business cases, benefits management, and commercial and procurement processes.
- Detailed knowledge and experience of planning and resource management in a project delivery environment.

- A visible leader with experience of promoting diversity, inclusion and equality of opportunity, respecting differences.
- Strong interpersonal skills, and the ability to develop effective relationships with a wide range of stakeholders, collaborating across boundaries.
- Ability to work well under pressure, with multiple tasks, in a fast-changing and ambiguous environment, with a keen attention to detail.
- Experience of working innovatively and effecting positive culture change.
- Excellent written and verbal communication skills, with the ability to influence and challenge effectively at a senior level.
- Experience of working on a large-scale capital construction programme
- PRINCE2 Practitioner or similar/relevant professional experience.
- Agile Project Management Practitioner or similar/relevant professional experience.
- APM Project Management Qualification or similar/relevant professional experience.
- APM Registered Project Professional or similar/relevant professional experience.
- Knowledge or experience in NEC Contract Management or similar/relevant professional experience.

Desirable Criteria:

- Project Leadership Programme
- Experience or knowledge of high containment life science laboratories□

Civil Service behaviours:

- **Working Together**
- **Delivering at Pace**
- **Changing and Improving**
- **Making Effective Decisions**
- **Leadership**