

Position description: Project Manager

This generic position description has been designed for organisations to adapt to specific roles. Our commentary is included in italic. The suggested wording is in normal font.

About <insert your organisation's name>

Include a few paragraphs about your organisation and the project to provide the context for the position advertised.

Purpose of the position

The position may relate to a specific project...

The role of the Project Manager is to provide effective day to day leadership and management of the <insert project name(s)> project(s).

Alternatively it may relate to a specific programme or for any priority project(s) within a department...

The role of the Project Manager is to provide effective day to day leadership and management of the project(s) they are assigned to. The Project Manager, as a member of the <insert name of programme or department> leadership team, is a key contributor to the <programme or department's> overall success.

Reports to

A Project Manager would normally report to the Project Executive (or Sponsor), Project Director or a Programme Director.

Extent of authority

Any permanent financial and HR delegations would normally be outlined here. However, the extent of a Project Manager's authority is normally specific to each project and would be defined within a Project Initiation Document (PID).

Key relationships

The Project Manager position requires a high-level of relationship management, both internally and with external suppliers, clients and stakeholders.

Key internal relationships

The project board or steering committee

List any internal departments or individuals (for example; Human Resources, Information Technology Department, service or operational groups, and senior managers or governance committees) that are key to the project's success.

Key external relationships

Major suppliers

Major clients / customers

Significant external stakeholder groups

Key responsibilities

The table below sets out the key responsibilities for the role and the indicators of success for each responsibility:

Delete, change or add to this table as appropriate to the specific role...

Key responsibility	Indicators of success
Develops and maintains a high-performing project team.	<p>The project team members work effectively together as a team.</p> <p>All team members understand their own role and responsibilities within the project as well as the roles and responsibilities of others.</p> <p>External appointments to the team have a high match to the requirements of the specific role.</p> <p>The project team's work-programme is effectively co-ordinated so that workloads are well-managed.</p> <p>Undertakes effective performance management, develops, and coaches project team members to ensure optimal use of their skills and experience.</p>

Key responsibility	Indicators of success
<p>Builds and maintains commitment to the goals of the project.</p>	<p>The Project Manager is seen to model a high standard of leadership when “communicating the vision” of the project within the project team and to key stakeholders.</p> <p>The project’s communication and management of change functions and activities are effective.</p> <p>Team members are dedicated to fulfilling their individual and collective responsibilities to ensure the project succeeds.</p> <p>Stakeholders can accurately articulate the goals and purpose of the project.</p>
<p>Is fully accountable for effective project planning.</p>	<p>Project plans are documented within agreed timeframes to the required format and standard.</p> <p>Project planning tools and techniques that are used are appropriate for the specific project and situation.</p> <p>Project plans are realistic and well supported.</p> <p>Project plans include accurate estimates of all resources and time required for completion.</p> <p>Links to other business and/or project plans are understood and accounted for in the planning process.</p> <p>Project plans are regularly reviewed and updated using the appropriate channels and processes.</p> <p>All appropriate/required authorisations and sign-offs are achieved in a timely manner.</p>
<p>Is fully accountable for day to day management of the project.</p>	<p>Ensures that appropriate methodologies and techniques are used to manage the project.</p> <p>The appropriate level of project controls (for example: risk management, quality management, configuration management, change control) are performed.</p> <p>Promptly identifies issues that arise during the course of the project and makes sure these are documented and resolved promptly and effectively.</p>

Key responsibility	Indicators of success
<p>Is responsible for ensuring all project monitoring and reporting requirements are met.</p>	<p>The Project Executive (Sponsor) is kept appropriately informed of progress and emerging issues or risk – there are no surprises.</p> <p>Progress against the plan is frequently reviewed and accurately documented.</p> <p>All formal reporting and ongoing documentation requirements (includes status reports, issue log, risk log, quality log, end stage reports, exception reports and end project reports) are completed to the required standard.</p>
<p>Is responsible for ensuring all project deliverables meet the agreed quality requirements.</p>	<p>There is an appropriate quality plan in place (may include; the agreed quality expectations, quality control processes, acceptance criteria, required standards, change management procedures, configuration management etc).</p> <p>Appropriate quality assurance and control techniques are used.</p> <p>Those assigned to quality control functions have the appropriate level of knowledge, skills and authority to do so.</p> <p>Quality expectations for all deliverables are met.</p>
<p>Has full responsibility for financial management within the project.</p>	<p>Financial budgets are prepared to the required standard.</p> <p>Financial monitoring and controls meet the required standards.</p> <p>All financial commitments are undertaken within the appropriate delegated authorities.</p>
<p>Establishes and maintains effective working relationships with all project partners and stakeholders.</p>	<p>There are appropriate relationship management processes and plans in place.</p> <p>Stakeholders and project partners report they have good communication channels with the project and are kept informed and appropriately included.</p>

Key responsibility	Indicators of success
<p>Is responsible for ensuring the project is closed appropriately and deliverables are effectively transferred to business as usual.</p>	<p>The project team is disbanded in a planned, orderly and appropriate way.</p> <p>The plan to transfer project deliverables to business as usual personnel and structures is collaboratively developed and agreed.</p> <p>The transfer of project deliverables to business as usual personnel and structures occurs smoothly and effectively.</p> <p>The project documentation and deliverables are fully archived and appropriately stored.</p> <p>The end project report is completed to the required standard.</p>

Competencies and skills

Choose the attributes most appropriate for a Project Manager in the particular organisational and project environment in which they will work:

- Able to inspire people and arouse a strong sense of desire to succeed.
- Is an effective communicator who can interact with a wide range of people in a variety of situations.
- Is able to challenge people’s thinking in constructive ways.
- Models excellent time-management skills.
- Demonstrates excellent attention to detail.
- Demonstrates a high level of understanding and competence in a reputable project management methodology.
- Has *<beginning / intermediate / advanced>* competence in MS Office, *<insert any other specific programmes>* and is able to quickly learn specialist organisational software.
- Proven problem solving abilities.
- *<Insert technical or industry-related skills, e.g. construction, information technology> if required.*

Personal attributes

Choose the attributes most appropriate for a Project Manager in the particular organisational and project environment in which they will work:

- Demonstrates a high level of personal motivation.
- Has an exceptional level of professional and personal resilience.
- Is an effective negotiator.
- Confronts and resolves conflict effectively and positively.
- Readily learns from own experience and that of others.

Qualifications & experience

Choose or adapt the qualifications and experience most appropriate for a Project Manager in the particular organisational or project environment in which they will be required to manage:

Project management experience in an *<insert description – e.g. software, education, telecommunications, construction>* environment is *<essential / desirable>*.

An appropriate tertiary qualification is essential.

Or

An appropriate tertiary qualification is highly desirable but not essential if experience demonstrates equivalent knowledge and proficiency.

PMP or another recognised project management accreditation is *<essential / desirable>*.

A current New Zealand driver's licence is essential.