

Job Profile

Job Title	Project Manager
Reports to (job title)	Programme Manager
Job Reference No.	HOMEJD435

The job in a **nutshell...**

As Project Manager, you work to develop and deliver strategic change initiatives at Home Group, using your expertise in the successful delivery of projects using both waterfall and Agile SCRUM methodologies. You ensure project objectives are met with full stakeholder engagement, enabling delivery of our strategic goals.

What **success** will look like...

You are an active leader in the development and delivery of strategic change initiatives at Home Group. Using our Project@Home framework, you have a clear understanding of project scope and deliverables, co-ordinating business change across multiple workstreams.

Building close working relationships with project sponsors and stakeholders, you quickly gain the confidence of business colleagues whilst managing their expectations. You have a natural ability to create and maintain important relationships, ensuring project roles are understood and behaviour expectations are established and met.

You deliver projects utilising both waterfall and agile methods. You are key to establishing Agile delivery in the Programme Management team, working across our project portfolio, defining how to manage products and processes using Agile SCRUM methods.

Our team are seen as core to enabling Home Group strategic goals and we take governance and reporting on our portfolio serious. Smartsheet is our project management platform, and you use it effectively for planning, tracking, automating and collaborating across the portfolio. You also use the platform for real time reporting, giving our sponsors and stakeholders confidence in our ability to deliver.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
<p>We are great influencers</p> <ul style="list-style-type: none"> • Adapt your style to meet the needs of others • Understand our strategy and customers and able to articulate the benefits of change • Be a real self-starter 	<ul style="list-style-type: none"> • PRINCE2 or APM PMQ qualification with a proficiency in project planning and resource management • Strong experience in the application of agile and waterfall methodologies • Strong skills in project controls and risk management. Experience in IT change management with a strong focus on customer benefits • Excellent stakeholder communication, negotiation and persuasion resulting in win-win outcomes
<p>We have a win-win mentality</p> <ul style="list-style-type: none"> • Be positive and solutions focused • Pays attention to the details • Be brave; communicate and collaborate with people beyond your usual team 	
<p>We have creative spark</p> <ul style="list-style-type: none"> • Share your excitement and passion • Think outside the box about how things can be done more efficiently and effectively • We work in partnership with our customers to shape future services, amplifying their voices 	

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Experience in the delivery of strategic system and operational change.
 Experience using SmartSheet in support of project delivery.
 Experience working in a non-profit sector.

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety. Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and

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processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

You'll be a budget holder? No ☒ Yes ☐ ... up to £ [Click here to enter text.](#)

You'll manage people? No ☒ Yes ☐ ... around [Click here to enter text.](#) direct reports

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional ☒ Regular ☐ Frequent ☐

This role requires a DBS check No ☒ Yes ☐

Basic ☐ Standard ☐ Enhanced ☐



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