

JOB TITLE	PFAS Implementation Director
LOCATION	Home based operational locations and client offices
REPORTS TO	PFAS Managing Director
DIRECT REPORTS	TBA

MAIN PURPOSE OF THE JOB: (JOB SUMMARY)

To lead and project manage the implementation of all FAS bids won by PFAS, using appropriate project management tools and resources.

To be the main contact with the Prime Contractor **Supply Chain** leads ensuring a smooth transition of service through to service implementation.

KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)

- To project manage the implementation of FAS contract(s) in PFAS
- Meet with senior management and clients to identify project requirements, delivery timelines and costs
- Develop detailed project plans to guide clients, colleague members and project teams and revise based on changing needs and requirements
- Compiling and submitting project status reports to clients, management, and other stakeholders
- Monitoring project performance to ensure timely delivery
- Developing excellent leadership, customer relations and communication skills to liaise effectively with all project stakeholders
- To communicate on a regular basis to key stakeholders both internal and external, to keep them well informed of the progress of specific projects, improvements, and deployments
- To assist BAU operations in any system improvements / changes to help improve service delivery and operational efficiencies, which will benefit the new FAS service
- To create Business case, Project Charters, Budgets, Mobilisation plans, Communication strategies, R&I logs, Quality/ Success criteria/measures and conduct PIRs.
- To work collaboratively with project specialists as required i.e., TUPE, Property, etc
- To undertake any other duties compatible with the grading of the post, as required

General/Additional Duties:

- To comply with the Corporate Confidentiality Policy at all times.
- To ensure that professional behaviour, appearance, and attitude are maintained, and the organisation's policies, standards and procedures are adhered to, along with promotion of these to all staff.

KNOWLEDGE, EXPERIENCE & ATTRIBUTES

- Minimum 5 years+ broad experience in managing multiple projects at the same time (E)
- Managing different internal stakeholders including in an outsourced environment in a project management capacity (E)
- Managing business change and transformation challenges (E)
- PRINCE2 qualified (E)

SKILLS AND ABILITIES:

- Comprehensive understanding of project management practices and techniques
- Comprehensive understanding of transfer of assets, for both staff and property (in & out)
- Comprehensive knowledge of a broad range of technologies and services
- Comprehensive knowledge of IT governance, GDPR and quality assurance
- Excellent interpersonal and communication skills both written and oral
- Excellent negotiation skills, a persuasive and collaborative and approach, with the gravitas to influence at all levels
- Adaptable, resourceful, creative, inquisitive, highly organised with ability to organise others
- 'Big picture' thinker with the ability to get into the fine detail
- Excellent critical thinking and problem solving skills and good control of deadlines, budgets and scope creep
- Good leadership qualities with the ability to provide direction
- Experience in operational data analysis and forecasting
- Ability to make autonomous decisions under pressure.
- Ability to plan and organise workloads effectively.
- An understanding, acceptance, and adherence to the need for strict confidentiality.
- Resilience in a demanding, quick paced environment

ORG Chart

DBS check required:	Yes
BPSS security clearance required:	Yes
Travel required:	Travel required to various locations as deemed appropriate for the role.
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