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| **ROLE PROFILE: Senior Project Manager - Humanitarian Systems** | |  |
| Position Title: | Senior Project Manager - Humanitarian Systems |
| Position ID: | NEW0000496 |

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| **Team** | Humanitarian Systems | **Grade** | M3 |
| **Reports To (Title)** | Director of Project & Change Delivery | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Over the past 7+ years, Save the Children has undertaken significant transformation to ensure alignment in our delivery and efficiency in our processes which was critical following Save the Children International being established. This includes our High Performing Organisation (HPO) set of initiatives, many of which are now completing delivery and transitioning to BAU as well as the next phase of Transformation focused on Digital Programming, Data and Analytics and Supporter Engagement. Significant work has happened to ensure our digital solutions are fit for purpose across all our programming including both Development and Humanitarian programmes. However, we have identified a number of opportunities for improvement to ensure that from a Humanitarian perspective, critical requirements can be met in terms of response setup in the short term. This project aims at making improvements to systems to better align with Humanitarian requirements whilst maintaining strong alignment with the needs of development programmes.  **Role purpose**  The role holder will be responsible for establishing and maintaining the required project and portfolio management reporting including risk and issues logs, dependencies, status updates etc. In addition, they will manage the Project Management deliverables as part of the defined Save the Children Project Lifecycle examples including the Project and Assurance Plan. The role will also be required to work closely with the Business Analyst, Project Lead and relevant Business Functions. The Senior Project Manager will work with the relevant Global Change Manager to manage the relationship with our Offices as well as work with an international team of staff and subject matter experts to drive our delivery and deployment forward. |

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| **Principal Accountabilities** |
| * Partner with the Project Lead to ensure the effective setup of the Project including recruitment of key roles, definition and setup of governance and ongoing meeting requirements * Lead the comprehensive management of the project, ensuring that it is delivered successfully in alignment with agile and/or waterfall project frameworks, within the allocated budget, and on time. As part of this, develop and oversee a realistic and committed project plan, considering organisational deadlines, dependencies, necessary resources, and associated costs * Ensure reference groups are established and maintained and continue to be used effectively to ensure the required input is received from functional SMEs from both SCI and Members (if relevant) * Work with the Business Analyst to ensure any required analysis is defined and agreed. Support the BA to ensure effective development of the requirements to deliver the future state operating model * Ensure project controls including risks, issues and dependencies are documented and reported in line with the Portfolio Management Office requirements and any critical issues are escalated quickly through the agreed channels and stage gates are effectively managed * Lead the governance process including ensuring sufficient time is available for review and sign off from the relevant leaders that are agreed up front * Lead engagement with stakeholders within SCI including engagements with senior stakeholders in coordination with the Project Lead and Global Change Manager * Continue to monitor scope definition and implement change control in line with the PMO principles * Implement best practices and procedures in project management within the project and contribute to the continuous improvement of the Project Lifecycle * Input and Support Delivery of Change Impact and Interventions relating to the transformation design, resource impacts, comms and engagement etc. |

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| **Budget** |
| ~$500k (annually) |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 2  Manager of a team: Yes  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * SCI Global Functions (relevant) * Country Office SMT * Country Office Functional Teams (relevant)   **External**   * Third party vendors |

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| **Competencies** |
| Cluster: Leading Competency: Leading and Inspiring Others Level: Leading Edge Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team  Cluster: Leading Competency: Delivering Results Level: Leading Edge Behavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance  Cluster: Thinking Competency: Problem Solving and Decision Making Level: Accomplished Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution  Cluster: Thinking Competency: Innovating and Adapting Level: Accomplished Behavioural Indicator: Demonstrates flexibility in following processes and procedures while remaining true to the organisation’s values  Cluster: Engaging Competency: Working Effectively with Others Level: Accomplished Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative  Cluster: Engaging Competency: Communicating with Impact Level: Accomplished Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning |

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| **Experience and Skills** |
| **Essential**   1. Extensive experience in managing transformation projects for system and non-system change. This should include considerable experience in establishing and embedding Agile or Waterfall methodologies to ensure successful project delivery. As part of this experience working with a standard Project Management Methodology and aligning with a centralised PMO function to ensure effective project monitoring and issue resolution as needed 2. Proven ability to deliver projects on time and within budget, utilising project management processes and tools including risk management, benefits management, financial management, and quality assurance 3. Strong understanding of scope and change management, ensuring projects adapt seamlessly to evolving requirements and in line with formal governance 4. Comprehensive management and influencing skills with significant experience in working with senior-level executives, fostering a collaborative environment 5. Strong team leadership skills with the ability to motivate and mobilise individuals within and beyond their reporting lines, across a global setting aligning with our value of collaboration. Excellent communication skills (written and oral English), including the ability to communicate and present to all levels of the organisation with cultural awareness for international delivery 6. Advanced analytical and problem-solving skills, fostering innovation and creativity in project solutions. Possesses intellectual curiosity and the ability to question thought partners across functional areas, driving excellence and continuous improvement 7. Ability to effectively prioritise work, agree and communicate priorities within the team, ensuring optimal resource allocation and job performance 8. Demonstrates a strong work ethic and is able to take the initiative and ownership to deliver value to the organisation, consistently modelling our highest values of integrity and accountability and ensuring others are held to the same standards and actively held to account for delivery   **Desirable**   * Non-profit sector knowledge/experience (especially international development projects) * Second language – French, Spanish or Arabic |

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| **Education and Qualifications** |
| **Essential**   * Bachelor’s degree or equivalent work experience * Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI)   **Desirable**   * Preferable: PRINCE2 (Foundation and/or Practitioner), Scrum Master, Agile PM |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 |  | Suzanne Vincent | Ella Harrison | Michael Koutstaal |