



Job Description

Role:	Project Manager
Location:	Chalfont St Peter / Hybrid
Reports to:	Head of Projects
Responsible for:	Managing the day-to-day delivery of projects
Key Relationships:	You will be expected to represent BFBS when engaging with external stakeholders and collaborate with colleagues at all levels including internal and external resources associated with the delivery of projects.

Role Summary:

The Technology department has around 50 broadcast and IT engineers who are responsible for the design, delivery, operation, and support of BFBS's technologies globally.

Our technological challenges are at the cutting edge of broadcast and IP technology, demanding a visionary approach, with practical experience and proven ability. This role is a rare opportunity within the broadcast and media industry to work on truly innovative solutions which make a real difference to lives of the people and their families who serve their country.

Reporting to the Head of Projects, the Project Manager, who will be experienced and certified to a recognised accreditation, will join a team with responsibility for delivering successful business and technical changes across BFBS through effective application of project management methodologies.

You will drive specific and measurable business benefits through the delivery of projects in support of our organisations vision, strategy, and core objectives ensuring that they are aligned to and delivered within our governance processes and procedures.

You will provide guidance and assurance to your colleagues across the organisation throughout the project lifecycle whilst working collaboratively with critical stakeholders and subject matter experts. Building and maintaining key relationships is essential to the success of this role and effective communication skills will be required at all levels of the organisation. You will be required to deliver a number of concurrent projects, each differing size, complexity, and budgetary value.

You will need to work closely with peer Heads of Teams to ensure a collaborative approach to matrix resource management whilst gathering requirements at the outset, and the transitioning of projects into live service operations. This will include handover to support documentation and training.

Your Main Responsibilities:

- Ensure that the project governance is applied and adhered to thereby enabling all projects to be properly and effectively scoped, resourced, and delivered on time and within budget.
- Ability to adopt the most applicable management approach on a project-by-project basis, utilising multiple methodologies such as waterfall or Agile, dependent upon the individual needs of the project.
- Demonstrate experience of successfully managing and leading projects with consideration for budgeting, planning, quality management, problem solving, reporting and risk management.
- Ability to produce and manage project management plans
- Ensure that all new solutions, products, systems, and services developed within projects are documented, workflows understood, training supplied and effectively 'handed over' and transitioned into 'business as usual' operations.
- Ability to write business cases, produce and manage all project control documentation i.e. project initiation documents (PID), project status updates, budget forecasts etc.
- Ability to present and communicate technical and project information and issues to both technical and non-technical audiences, clearly and concisely both in written and verbal form.
- Establish and maintain internal relationships across the broader business including at senior management level
- Support the Head of Projects in managing the budget across the Project team.
- Ensure that you are aware of and compliant with BFBS's Cyber security & health & safety guidelines, and that a safe operational environment is always maintained within the Technology department.
- Collaborate with key stakeholders, provide technical/functional assistance in identifying, evaluating, and developing solutions and processes that are cost effective and meet user requirements.
- Understand, capture risks and issues and communicate business direction, challenges, and requirements.
- Participate in solution discussions to evaluate and propose solution designs and approaches.
- Ability to manage and coordinate the qualitative testing of all solution aspects including, but not limited to acceptance, security, performance, and integration.
- Ability to deliver business solutions that include technology implementations and/or adaptations.
- Any other duties that are commensurate with this position or reasonably required.

Person Specification

Your Knowledge and Skills	
Essential Criteria	Desirable Criteria
Demonstrable Project Management experience within a formalised governance environment	Familiar user of MS Project and other tools, i.e. MS SharePoint.
A recognised project management qualification such as APM, PRINCE2 or PMI.	Previous experience working within a technology environment or Broadcasting industry experience.
Demonstrable experience of managing multiple concurrent projects	An understanding of IT, broadcasting, IPTV, OTT and the media industry
Confident in the utilisation of project management processes & disciplines as agile & waterfall	Managed software/application development focussed projects.

Your Key Attributes
Experience of managing multiple stakeholders at all levels within a matrix environment, from peer level to senior leadership team.
Demonstrable experience of working effectively within collaborative team structures, ideally in a technology focussed business environment
Attention to detail; self-starter, delivery focused, works to own initiative, and has a strong focus on successful project completion.
Experience of managing external third-party suppliers, contracts and procurement of products and services
Experienced in translating technical information into more meaningful insight which can be understood by non-technical stakeholders
Excellent communication skills.

Supplementary Conditions
Prepared to undergo security check and sign the Official Secrets Act. Willing to work on site at Chalfont Grove for a minimum of 2 days per week.