**Job Description**

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| **Job Title** | **Transformation Project Manager** |
| **Responsible to** | Commercial Director |
| **Salary** | Pay grade 6: Circa £50K plus contributory stakeholder Pension Scheme (8% employer, 5% employee)Life Assurance Scheme |
| **Overview:** | The Rivers Trust are looking for a Transformation Project Manager to lead on the delivery of an exciting multi-stakeholder national project. We are looking for a dynamic individual, with an understanding and experience of improvement and transformational project management, with excellent organisational and relationship management skills. You will have a professional, positive attitude and flexible approach, as well as sensitive and effective communication skills, able to engage with a wide range of stakeholders at all levels. You will function well in a pressurised environment, confidently dealing with demanding situations.This is a permanent position, funded by the project. The role will be home based, with monthly visits to the sponsor organisation United Utilities’ offices in Warrington, with some ad-hoc UK travel also expected as the project develops. Preference will be given to candidates who are based in the North West of England.  |
| **Roles and responsibilities** | * Oversee day-to-day governance, planning, delivery, implementation and tracking of this transformational project, ensuring that all agreed deliverables are met according to time/cost/quality
* Support executive and technical decision-making by working closely with the project sponsor, leads and the technical steering group
* Work with multiple stakeholders to agree objectives, define scope, deliverables, dependencies and key activities
* Develop detailed project plan and timeline and prioritise the tasks within the plan to achieve project goals
* Accountable for setting up and running the project governance, giving updates and communicating to stakeholders
* Provide regular reporting of project progress, benefits, risks and actions
* Identify project risks and develop and implement the mitigations for these risks
* Lead the work stream leads to ensure that project delivery is of the highest quality
* Accountable for project budget allocation, ensuring that the project has a realistic, accurate budget, which is effectively tracked throughout its lifecycle
* Hold senior stakeholders to account as to their responsibility to the project and timely and effective decision-making
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| **Hours** | Full time, 40 hours per week. Flexible working and some evening and weekend work will be required (Time Off In Lieu payable) |
| **Your experience** | * Ideally 5+ years relevant project management experience in transformational and strategic projects, including the ability to manage diverse stakeholders at both high level and with more hands-on delivery where necessary
* Experience in end-to-end project delivery, particularly through agile project management
* Strong leadership and influencing skills, interacting with stakeholders and leading/developing teams and work packages
* Ability to work on multiple requirements and apply structure, rigour and priorities
* Excellent written and verbal communication abilities with good analytical capability
* Ability to drive results at all levels, regardless of reporting structures
* Strong ability to prioritize, manage deliverable timelines, mitigate risks, manage budgets
* Able to operate autonomously and as part of a team and will need to develop good stakeholder relationships
* Ability to work across cross-functional teams
* Experience in the environmental sector and data management is preferred but not essential
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| **Personal attributes**  | * Be approachable and personable
* Be capable of communicating with stakeholders at all levels and influencing discussions and decisions
* Demonstrate a pragmatic approach to problem solving
* Be calm and professional at all times
* Work well under pressure and with ambiguity
* Be goal oriented
* High level of attention to detail
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