

# Project Manager



## Purpose

As Project Manager, this role is responsible for working with stakeholders across the bank to support and manage delivery of the objectives of the Risk and Compliance optimisation programme (RCOP). The scope of this role includes supporting change delivery activities, reporting and planning, and the delivery of internal and external events as required. This role will also provide oversight of the implementation and integration of a Risk Management System

## Role dimensions

- **Reports to:** Programme Lead
- **Division:** Risk
- **Direct Reports:** N/A
- **Financial Authority:** No

## Person specifications

- 3-5 years experience managing a range of projects through to delivery, within a corporate environment
- Tertiary qualification in project management
- Demonstrated knowledge of business risk management practices
- Prior experience in leading system delivery change
- Effective communication, influencing and negotiation skills, with proven success in delivering first class outcomes while working across complex stakeholder groups
- Demonstrated critical thinking capability, and attention to detail
- Strong change delivery and planning skills, with a sound understanding of change management

## Role specific areas of responsibility

- Responsible for the creation, development and maintenance of project plans and other applicable documentation, including supporting with the administration of meetings, working with leads to ensure submissions are delivered on time and meet quality requirements.
- Lead the delivery of projects from inception to conclusion:
  - Support with managing change, resource, planning, and estimating;
  - Effectively track project goals, status, and costs using applicable tools to provide oversight and ensure the project remains within the approved funding envelope, and delivers to business requirements;
  - Identify and actively manage risks, decisions and issues and determine solutions within TSB's risk and accountability frameworks, while balancing customer experience;
  - Act as a key link between key stakeholders, vendors, and project teams to ensure necessary project reporting and governance requirements are met and reports are consolidated and communicated, as required;
  - Work with stakeholders to manage interdependencies and coordination of planned deliverables to ensure that information relating risks and issues are effectively communicated and that key performance indicators are monitored and evaluated.
- Lead the delivery change for the implementation and integration of a Risk Management System ensuring key dependencies are managed effectively

From time to time there may be additional activity not contained within this position description that the appointee is to complete in the interests of the appointment and their own personal development.

This position description provides a broad overview of responsibilities. The position description is a living document, and the Bank reserves the right to amend from time to time as required.