

Job Description

Job title	Senior Project Manager
Team	Risk & Compliance - DIOR Risk Management Workstream
Band	5
Reporting to	Risk Director – Projects and Reporting
Management responsibility	Yes

Purpose of the job

With a thorough understanding of risk management processes and methodologies, the Senior Project Manager manages the risk transformation project (on behalf of the Senior Responsible Officer) through all stages of this critical project which aims to identify gaps in risk management capability and capacity across the bank.

Main duties

- Project Management and leader of multiple workstreams of a risk transformation project aimed at upskilling and upscaling risk management capability across the three lines of defence.
- Leading workshops with senior stakeholders to identify gaps in skills and capacity in risk management across all principle risks and across all business units.
- Working closely with Human Resources to develop a strategy to close the identified gaps in skills and capacity in risk management capability.
- Reviewing and developing the operating model for the management of risk and developing appropriate solutions.
- Lead the Risk Transformation Project workstream activity on behalf of the Senior Responsible Officer.
- Analyse the range risk management related factors (reviews/audits etc) that have impacted Risk & Compliance and ensure they are fully understood and, where appropriate, included in workstream scope.
- Lead on engagement with stakeholders across all areas of the bank in identifying capacity and capability gaps, to ensure the workstream/project meets business needs
- Primary point of contact with Programme Office.
- Leads the co-ordination of input and consolidation of outputs from a range of subject-matter experts to produce a series of deliverables to an agreed timeline.
- Works closely with Change to deliver the Project Delivery Lifecycle and ensures that the Risk Transformation project is within BBB Change Governance.
- Responsibility for all processes and activity and keeping to tolerances/deadlines/budgets.
- Developing and maintaining a detailed project plan.
- Managing project scope and change control and escalating issues where necessary.
- Managing project deliverables in line with the project plan.
- Recording and managing workstream issues and escalating where necessary.
- Resolving cross-programme issues at workstream level.
- Monitoring workstream progress and performance.
- Providing status reports to the Senior Responsible Officer and the Risk Management Steering/Working Group
- Main liaison with DIOR Programme Office.
- Working closely with stakeholders to ensure the project meets business needs.
- Supporting workstream evaluation and dissemination activities.

Knowledge and experience

- Thorough understanding of the three lines of defence risk model and Enterprise Risk Management Framework, methodologies and processes.
- Knowledge or experience of end to end project lifecycle.
- Has communicated the project vision and led a team of managers, work stream leads and team members to successfully deliver the objectives of a range of projects.
- Has developed and maintained a well-structured plan of the work and the resources to enable the appropriate approvals, baselining, reporting and controls.
- Has managed cost planning and estimating, reporting, forecasting and controlling, including taking corrective cost actions.
- Has led on the implementation of a formal risk management process, including the continual use of risk management tools and documents.
- Has managed a change control process to deliver the optimum time, cost and quality.
- Has implemented and maintained governance structures, including defining roles and responsibilities.
- Has managed all aspects of the monitoring and control processes and implemented corrective actions.
- Has managed project or change activity progress and monitored control actions to create or maintain benefits across multiple organisational boundaries.
- Has managed stakeholder engagement across multiple organisational boundaries and influenced key stakeholders to support project and or business change activity.

Internal and external stakeholders

- Risk Management workstream SRO
- Risk Management Working/Steering Group
- DIOR Programme Board
- Change
- British Business Bank Senior Management Team
- British Business Bank Teams directly or indirectly affected by the project/change
- Government departments directly or indirectly affected by the project/change

Budgets / Delegated Financial Authority / fund size / scope of investments

N/A

Key competencies/behaviours

- Ability to engage in open, honest conversations with members of the Senior Management Team, peers and junior colleagues when discussing project performance, risks and issues.
- Be able to balance task orientation with people orientation i.e. focus on delivery of the plan, but not to the exclusion of all else, be able to influence the people that work with you on a project.
- Must be able to balance 'doing it themselves' with delegation and work with their teams to get the job done.
- Good Microsoft office skills are a must including PowerPoint, Excel and Project; specifically, the individual must be able to craft excellent presentations relevant to the audience.
- Good IT skills including MS Project, Power BI MS Miro.
- High level of self-awareness of capabilities, strengths, and development areas.

Qualifications

Relevant qualifications such as PRINCE2, APMP, PMI, MSP or experience equivalent

Is this a regulated role?

No