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|  | **Role Profile****June 2018** |
| **Job Title:** | **SharePoint Project Manager** |
| **Reports into:** | Office 365 Implementation Programme Manager  |
| **Department / Location:** | Strategy and Infrastructure, Business Transformation, Wembley and other company offices as required |
| **Role Purpose:** | * Managing the delivery of specific projects which include the implementation of Microsoft SharePoint and other projects related to the Microsoft Office 365 as it is used by Network Homes. The projects are to be managed by ensuring there are strong business cases, robust governance and controls in place, and the identification and realisation of benefits.
* Managing the system development, deployment and adoption phases of MS Office 365 SharePoint projects in accordance with company standards.
* Assisting the Business Transformation, business and IT department in raising project performance by recommending and implementing good practices and known project management methodologies.
* Monitoring of expenditure against the budget to ensure projects are delivered within budget.
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| **Key Responsibilities and Accountabilities** |
| * Work with the Office 365 Implementation Programme Manager and members of the organisation to fully understand their business requirements, objectives and drivers and identify where the Office 365 SharePoint system, applications and technology can help them deliver and improve their services.
* Work with the Business Transformation Team, IT team and 3rd Party Professional Service to plan and manage the implementation of SharePoint sites and other components.
* Provide a proactive link between member organisations, the Business Transformation, the IT department and third parties to successfully deliver Office 365 SharePoint and related projects.
* Create and maintain project schedules by developing project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project product/service lifecycle, providing timely reporting of issues that impact project progress, coordinating actions, and resolving conflicts. This includes documenting, prioritizing and tracking requests (changes, enhancements, etc.) and coordinating with the Change Advisory Board (CAB) and reporting to the Office 365 Programme Board.
* Conduct regular project meetings to include:
	+ Meeting with project team(s) and Office 365 Programme Board regularly to review project deliverables and deadlines.
	+ Meeting with senior stakeholders and other appropriate members of staff for periodic reviews of prototypes and final products.
	+ Coordinate organisation-wide communications on project progress.
* Provide a single point of contact for assigned deliverables of Office 365 SharePoint projects.
* Evaluate project outcomes, measuring return on investment and benefits realisation.
* Identify and coordinate assignments of internal resources, external contractors and delivery partners to meet the stated project requirements.
* Lead development projects and phases of the Office 365 SharePoint implementation including the formation and management of project teams (including contractors where necessary), assembly and management of project budgets and overall project management to deliver systems solutions.
* Provide advice and guidance and mentor less experienced staff in project management.
* Contribute as a team member in the delivery of business solutions.
* Lead and manage the selection process for new solutions observing company policy and where appropriate external legislation (e.g. OJEU procurement)
* Work with IT trainers and colleagues to create, develop and provide appropriate training for Group Staff in order to help them get the most from the systems and solutions you implement.
* Contribute to the Business Transformation Programme delivery and manage your own work plan/schedule.

**Standard Responsibilities*** Adopt and comply with Network values, policies and procedures, and regulatory frameworks including:
* Code of Conduct
* Health & Safety
* Data Protection, privacy and use of IT resources
* Regulatory standards and probity
* Risks and internal controls framework
* Organisational policies and procedures
* Equality and diversity

No role profile can cover every issue which may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described.  |

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| **Person Specification** |
| **Education*** Degree educated in Computer Science or related field preferred. Equivalent work experience considered (Essential)
* Current qualification in project management (PRINCEII, PMP, MSP, Agile) (Essential)
* Current qualification in ITIL v3 Foundation (Desirable)
* Current Microsoft Certification (Desirable)

**Knowledge and Skills Required*** Advanced skills in Microsoft applications, specifically Office 365 SharePoint, Excel, Outlook, Project, Visio and Word.
* SharePoint Online and Office 365 (configuration and development)
* Managing data migrations into SharePoint
* Creating and configuring document management assets (e.g. site columns, content types, libraries, policies)
* Excellent knowledge of techniques for planning, monitoring and controlling projects.
* Excellent knowledge of project management approaches, such as PRINCE2 and budgeting and resource allocation procedures.
* Project management skills- producing project plans, managing stakeholders, managing budget, managing risks, issues, dependencies and change.
* Strong project operations management and project management capabilities in executing and delivering technical projects.
* Pro-active, organised and decisive.
* Excellent written and verbal communication skills, ability to motivate and drive productivity.
* Effective leadership, interpersonal and communication skills and the ability to find ways of solving or pre-empting problems.

**Experience Required*** Significant experience gained in successfully managing complex Office 365 SharePoint implementation projects in a busy IT environment within the social housing sector.
* Strong technical background appreciation especially in SharePoint implementation, data migration and .
* Previous experience of creating strategy and roadmaps.
* Demonstrable stakeholder management skills with previous experience of dealing with senior executives and managing external vendors and consultants.
* Ability to command respect and to create a sense of community amongst the often disparate members of the project teams.
* Ability to advise project teams on their projects in relation to the programme.
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| **Additional Information** |
| * A flexible approach is needed to meet business needs with occasional weekend and evening working when this is required
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| **Organisational Competencies** |
| **We want to make Network a great place to work and a great organisation that really delivers for its customers. Our HART behaviours are designed to guide how we work, every day. Everyone within the organisation is expected to demonstrate** **the four HART behaviours:-****Hungry** – I am ambitious to succeed* Optimistic: I am can-do and focussed on what can be done
* Creative: I find new ideas and solutions to challenges
* Bold: I get out my comfort zone and try new things
* Motivated: I welcome feedback and want to succeed

**Accountable** – I take personal ownership and responsibility to get things done I make things happen by empowering and delivering through the team and using resources effectively * Resilient: I work hard to make things happen
* Disciplined: I am realistic and do what I say I will do
* Personal ownership: I take ownership of an issue until it is resolved
* Confident: I make decisions that are within my remit

**Respect** – I treat everyone with respect and understanding I arrive on time and take full part in meetings* Prepared: I arrive on time and take full part in meetings
* Communicator: I listen to others and work hard to communicate well
* Responsive: I always answer a ringing phone and respond quickly
* Self aware: I put myself in others’ shoes and understand how my actions impact on others

**Together** – I am proud to be one team* Positive: I talk positively about Network Homes as one team
* Proactive: I put myself forward and build great relationships
* Supportive: I support and recognise the contribution of others
* Role model: I genuinely believe I make the difference
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