

Job Description:

Project Manager

General role information

Job Title:	Project Manager
Reporting to:	Head of Transformation
Salary Band:	Band 14
Notice period:	1 month
Budget Responsibility?	N
Contract type	FTC
Direct Reports	No
Client facing role	No

About MSI Reproductive Choices

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

The department/team

The Data and Digital Transformation team in the UK business is working to a three-year Digital Strategy.

Over the last few years, we have made good progress across a number of digital initiatives. In 2018, we launched a new website to act as our digital front door to our patients. During 2020 we completed transformation discovery, creating our digital strategy, vision and clear objectives to 2023.

Our vision is to 'Deliver a seamless, digitally-enhanced user journey to ensure patients are informed, supported and empowered'.

Our objectives are:

1. Establish a robust digital infrastructure
2. Allow innovation to be driven by our patients and staff
3. Empower patients to take ownership of their care
4. Provide more choice and convenience

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description:

Project Manager

5. Further enhance the quality of our service

The data and digital transformation team encompasses the following areas:

- PMO
- Transformation
- Digital Marketing and Communications
- Data Compliance
- Key relationship management with our GIS service delivery team
- Business Intelligence

We now have an exciting opportunity for a new addition to our team as Project Manager supporting a range of projects across the UK organisation.

The role

The Project Manager manages the full project life cycle of a portfolio of projects with the aim of improving the consistency, predictability and efficiency of the organisation's project delivery capability and enabling project delivery to timescale, to budget and achieving the expected business benefits .

The Project Manager provides leadership in project best practice and is highly customer-focused. They are the key contact in the team ensuring information (e.g. deliverables, risks, issues) passes to and from Sponsors. They must also ensure that team operational issues are managed, focusing on the project interface with project/workstream leads, project teams, Stakeholders and communication with the wider organisation.

In addition, the Project Manager oversees projects costs and ensures they are well managed as well as closely reviewing, often in collaboration with Finance colleagues, whether the financial benefits in the project objectives are being met.

Key Responsibilities

General Responsibilities

- Conduct planning meetings to organise implementation activities and explain concepts
- Ensure project objectives are translated to project actions and milestones and that each project plan includes KPIs, financial benefits and risks
- Undertake business analysis and business requirements definition partnering closely with a wide range of stakeholders
- Develop high quality business cases or support Business stakeholders in doing so, outlining options to support decision making
- Support the successful delivery of technology procurement processes
- Take a high-level view of dependencies across the portfolio of projects amending timeframes, deadlines and priorities where necessary to ensure all projects can progress in the most efficient way possible
- Perform at least weekly updates of the project action logs, status reports, risks, issues and dependencies managing the project plan to ensure the project stays on track
- Track and report on project performance (project status, risks and issues) on a regular basis (or

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description:

Project Manager

- as required) to the Head of Transformation and/or senior Stakeholders
- Maintain processes to ensure project management documentation, reports and plans are accurate and complete
 - Coordinate the fulfilment of pre-implementation and post-implementation recommendations to ensure project compliance
 - Assist in scheduling the priority of projects, maintaining a list of all active and pipeline projects
 - Coordinate project processes, systems/tools and ensure governance is adhered to and reporting is actioned by workstream leads to deadline s
 - Highlight issues to the Head of Transformation or relevant Project Director
 - Work with finance colleagues to agree financial reconciliation methodology
 - Maintain a benefits realisation and tracking register for each project
 - Run project scoping, requirements and lessons learnt workshops as required and collate action points
 - Create reference documentation used to manage the project and support preparation of relevant documentation (including finance cases, plans, and pr esentations).

Communication and stakeholder engagement

- Ensure communications plans are included in the overall project plan and liase with the Communications Team to organise communications activities to ensure effective stakeholder engagement
- Build and maintain strong relationships with stakeholders
- Act as a central point of contact to ensure the smooth running of the projects and be an advocate for project best practice
- Complete or assist workstream leads/business stakeholders in completing PIDs and other relevant project documentation where necessary

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with t he Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: