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| **ROLE PROFILE: SENIOR OFFICER, TRANSFORMATION PROJECT MANAGEMENT – FFF PROCESS & SYSTEMS** | |  |
| Position Title: | Senior Officer, Transformation Project Management – FFF Process & Systems |
| Position ID: | TBC |

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| **Team** | TDIT – Transformation Development | **Grade** | P2 |
| **Reports To (Title)** | Senior Project Manager, FFF Process and Systems | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  As part of Fit for Future, there is a need to review all our processes and systems and determine the impact of bringing the Centre and Regions into Global Teams. This work will need to be scoped and planned with a view to implement priority changes over the coming months. This initiative is critical to ensure business continuity.  **Role purpose**  This role will be responsible for managing a small Project or work stream within a larger project. This person will be responsible for establishing project management practices, utilising relevant methodologies, managing relationships with key stakeholders, and drive continuous improvements in efficiencies and delivery. The role will also incorporate the management of business analysis, change management and business partnering with specific work groups. This role will support the Senior Project Manager or Project Lead where available and will have a key role in actively managing delivery of agreed scope against the plan. |

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| **Principal Accountabilities** |
| 1. Lead the management of strategic projects or workstream within a strategic project with an Agile or waterfall methodology 2. Lead / support on alignment with Portfolio Management Office requirements and associated deliverables and governance reviews including stage gate preparation 3. Lead and prepare project related workshops to support delivery including reference groups or requirements definition (in partnership with the Business Analyst/s) 4. Establish and manage realistic and committed project plans, taking into consideration business deadlines, dependencies, resources, and costs 5. Proactively identify and manage project risks in partnership with the Senior Project Manager / Project Lead and wider members of the team 6. Monitor and drive the resolution of issues, providing hands on problem solving as required 7. Maintain accurate documentation of project lifecycle (e.g. review and assist in the creation of requirements documents, test plans, etc.) 8. Implement best practices and procedures in project management 9. Manage communication channels with stakeholders in geographically dispersed locations 10. Ensure that projects are aligned with strategic goals and are supported by sound business cases |

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| **Budget** |
| None directly but support the Senior Project Manager / Project Lead in managing the Project Budget as required |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * SCI Global Functions (relevant) * Country Office/Member Functional Teams (relevant) * Transformtation Portfolio Management   **External**   * Third Party Vendors |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Skilled  Behavioural Indicator: Presents a positive ‘can do’ attitude  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance  Cluster: Thinking  Competency: Problem solving and decision making  Level: Skilled  Behavioural Indicator: Gathers the right information and uses critical thinking to make effective and timely decisions  Competency: Applying technical and professional expertise  Level: Skilled  Behavioural Indicator: Delivers work that reflects a good knowledge and application of technical and professional standards  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes |

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| **Experience and Skills** |
| **Essential**   1. Track record of successfully managing a workstream or small project, across technology or business projects in a complex organisation 2. Demonstrable experience and in-depth knowledge of programme and projects practices and standards (SCRUM, and others e.g. Prince2, etc.) 3. Proficient demonstrable skills in managing and reporting complex projects within a Portfolio Office/PMO structure 4. Proven ability to deliver projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance 5. Comprehensive influencing skills with experience of working with senior level stakeholders 6. Ability to resolve issues swiftly and decisively whilst safeguarding standards and procedures 7. Strong business requirements collection, and process/workflow analysis skills 8. Excellent communication skills (written & oral English), including the ability to communicate and present to all levels of the organisation 9. Able to demonstrate instances of initiative that have delivered organisational benefits 10. Cultural awareness and experience of delivering solutions internationally   **Desirable**   * Familiarity with project management tools (e.g., JIRA, Trello) and office suites (Excel, Word, PowerPoint) |

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| **Education and Qualifications** |
| **Essential**   * Bachelor’s degree or equivalent work experience * Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI)   **Desirable**  • Non-profit sector knowledge/experience (especially international development projects)  • Second language – French, Spanish or Arabic |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 03/12/2024 | Suzanne Vincent | Ella Harrison | Michael Koutstaal |