

Senior Project Manager

Reports To

Director of Programme Delivery

Supervises

Project Managers

Job Overview

The Senior Project Manager (SPM) is a senior management role responsible for supporting the Director of the Programme Delivery in project portfolio management. The SPM operates at a strategic level, focusing on planning, execution, and the delivery of successful outcomes. Their role is critical for delivering value to the organisation, stakeholders, and end users by driving efficiency, innovation, and high-quality results.

Responsibilities and Duties

1. Strategic Planning and Oversight

- Review project statement of requirements and advise the Director of Programme Strategy on the development of project objectives and outcomes.
- Advise the Project Managers in the development of user requirements, project schedules and budget cashflows and the implementation of project strategies to meet objectives within scope, timeline, and budget.
- Support the Director of Programme Delivery in the planning and management of the project portfolio and setting of project goals, priorities, and performance indicators in alignment with organisational or program-level strategies.

2. Leadership and Team Management

- Lead and manage the Project Managers in performance of their responsibilities throughout the project life cycle, fostering collaboration and accountability.
- Assign performance objectives for Project Managers, monitor team performance, and provide mentorship in technical skill development.
- Create a positive and productive working environment to ensure team motivation and engagement.

3. Stakeholder Management

- Maintain strong relationships with internal and external stakeholders, ensuring clear communication of project goals, progress, and risks.

- Advise and guide the project managers in handling stakeholder expectations, negotiating priorities, and resolving conflicts.

4. Project Execution

- Oversee the implementation of project schedules, ensuring all deliverables meet quality standards and according to RDA Policy and Procedures.
- Monitor progress of the project portfolio through regular updates, team meetings, and reporting tools.

5. Risk and Issue Management

- Identify, assess, and mitigate project portfolio risks to avoid delays or failures.
- Guide and support the Project Managers in the implementation of contingency plans to address unforeseen issues.
- Maintain a focus on compliance, safety, and regulatory standards.

6. Financial Management

- Guide the Project Managers in the development, management, and monitoring of project budgets to ensure efficient use of resources and ensure accountability and transparency.
- Track financial performance against forecasts and advise the Director of Programme Delivery when adjustments to spending are necessary.
- Participate during the tendering and bid evaluation processes, as requested by the Director of Procurement.

7. Communication and Reporting

- Regularly report project portfolio progress to the Director of Programme Delivery and the RDA senior leadership as requested.
- Present updates on performance metrics, risks, and milestones through dashboards or reports.
- Ensure that all project documentation, lessons learned, and evaluations are completed and archived.

8. Continuous Improvement

- Drive process improvements within the organisation based on project lessons learned.

- Evaluate project outcomes to identify best practices and areas for improvement.
- Promote innovation in project delivery to enhance efficiency and results.

Qualifications:

- Master's degree in Construction, Engineering or related field
- Demonstrable experience in project management
- Eight (8) or more years of contract administration, project or programme management experience
- Proficiency in project management software such as Microsoft Project
- Proficiency in Microsoft Suite of Products including Microsoft Word, Excel and PowerPoint
- Excellent organisational and time management skills
- Excellent decision-making and leadership capabilities
- Effective communication and interpersonal skills to collaborate with project teams and stakeholders
- Attention to detail in preparing and reviewing project documentation
- Possess excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Ability to work under pressure and meet tight deadlines
- Demonstrable experience of risk management processes and tools

Competencies:

- **Leadership:** Ability to inspire and guide teams toward successful project completion.
- **Communication:** Excellent verbal and written communication skills to interact with stakeholders at all levels.
- **Strategic Thinking:** Align projects with organizational objectives and long-term goals.
- **Problem-Solving:** Proactive in resolving project challenges and obstacles.
- **Time and Budget Management:** Skilled in maintaining schedules and budgets under tight constraints.
- **Technical Knowledge:** Expertise in the construction industry-specific tools, methodologies, and regulations.
- **Negotiation:** Effectively mediate conflicts and build consensus among stakeholders.

Work Environment

- Environment: Office and field environment; travel from site to site; exposure to computer screens.

- Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles and visit active construction sites.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- Hearing: Hear in the normal audio range with or without correction