

Role Profile

Role:	Trainee Project Manager
Directorate:	Projects Group
Salary Band:	Band 1
Post reference:	PMS31
Role statement of purpose:	To develop and apply knowledge, skills and experience in order to assist with the delivery of projects to time, standard and budget in compliance with the agreed Projects Management Procedures (PMP).
Reports to:	Project Manager/ Senior Project Manager

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Effective application of TfGM project management processes.	- Fully engage in all development and delivery activities as and when directed. - Actively participate in the assessment of the knowledge and skills gained. - Maintain an up to date Personal Development Plan/Portfolio.
2.	Project meets agreed plan and stakeholder needs.	Assist the Project Manager to initiate, manage, and continuously monitor, specific minor projects and/or specific aspects of larger projects to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales for those projects.
3.	Project Plans meet TfGM standards and are updated in accordance with the project schedule	Assist in drafting Project Execution Plans for approval and keep them up to date for each project.
4.	Project has effective Project Control	Undertake assigned duties and manage in accordance with the Project Management Procedures.
5.	Project meets Project Gateway approvals	Assist in Identifying the necessary internal (Programme Board, Executive Group, etc) and external (TfGMC, Third Party) approvals

		consistent with current TfGM practices and procedures and negotiate schemes through the appropriate gateway process.
6.	Project has effective Stakeholder Communication Plans	Contribute to the development of Communication plans to communicate progress of projects.
7.	Project agrees and initiates change effectively	Assist in control and manage changes to the scope of a project, including assumptions, dependencies and constraints.
8.	Project creates accurate Business Cases	Contribute to the preparation of a business case including achieving required results
9.	Project has effective Risk and Issue Management reporting	Assist in Identifying and monitoring risk or opportunity, develop mitigation plans and contribute to a risk management plan.
10.	Project has adequate Resources to complete tasks in a timely manner.	Help to develop resource management plans for project activities, acquire and manage resources
11.	Financial and budgetary information on designated projects provided to agreed timescales.	Support the Project Manager to obtain accurate cost estimates so as to enable schemes to be progressed through various technical design and implementation stages.
Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	- TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) - Bus Operator contractual management - Dignity at Work policy; - Information assurance and security in line with Cabinet Office requirements; - Risk management - TfGM policies and procedures - Equality and diversity legislation - TfGM Vision & Values
C2	Any other reasonable duties as required from time to time	

Key Interdependencies

Key Contacts	▪ Departmental Managers - PMS ▪ Senior Project Managers - PMS ▪ Project Managers - PMS ▪ Project Controls/Development/Infrastructure/Systems ▪ Human Resources Business Partner
Direct reports	None
Budgetary responsibility	None
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

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Created					
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Assistant Project Manager <i>(Knowledge, skills and experience required at selection stage)</i>	
E	Essential Abilities/Behaviours :
E1	Analytical and problem solving ability
E2	Interpreting data – text and numerical, information gathering and sorting
E3	A team player and with equal ability to work effectively on own initiative and without close supervision.
E4	Effective and appropriate communication working effectively with and influencing others.
E5	Report writing skills
E6	Computer literate.
E7	Drive for results demonstrating clear commitment to achieving results and improving performance.
E8	Committed to advancing own learning and competencies, a willingness to learn.
D	Desirable experience:
D1	Demonstrable experience of managing aspects of projects.
D2	Knowledge of role and responsibilities of TfGM
D3	Broad knowledge of public transport and transport in general.
D4	Influencing and negotiating skills
D5	Knowledge of proprietary software.
EQ	Essential Qualifications – Technical, Vocational or educational:
EQ1	Minimum 5 GCSE O Levels grade C or higher including Maths, English and a Science plus 2 A levels at grade C or above or equivalent
DQ	Desirable Qualifications – Technical, Vocational or educational:
EA	Essential Attributes:
EA1	Willingness to study and work towards obtaining an Introductory or Foundation Project Management qualification.
EA2	Willingness to study and work towards obtaining a further Project Management qualification. (Practitioner, Degree or Diploma level).
EA3	A clear understanding of the work programme and the contribution expected of you and your colleagues.
EA4	A commitment to deliver the agreed work plan to the timescale and standards required.
EA5	An approach of ‘no surprises please’ – keeping your manager and others informed of the potential for significant change to the work plan – unexpected delays or outcomes, changes in resource requirements, an inability to gain commitment from other key contributors.
EA6	Shows professionalism at all times and Personal behaviour that is in line with the TfGM statement of values and behaviours.
EA7	An ability to work effectively with colleagues whose work will be impacted by your activities, and of those where you will be affected.
EA8	Punctual and attentive
EA9	Pride in consistently delivering work to required standards and deadlines

EA10	Competent in adhering to TfGM policies, procedures and working practices.
EA11	Prepared to assist others to manage fluctuations in workload.
EA12	Able to make positive contribution to work teams.
EA13	A commitment to manage and review your work on a regular basis.
EA14	A customer focused approach - an understanding of, and appropriate response to, the expectations of the TfGM and external customers.
DA	Desirable Attributes: