

GFIE-424 - Senior Project Manager - Crown Commercial Service
Liverpool / Norwich / Birmingham or Newport
Closing Date: Sunday 13th April 2025

This role at Crown Commercial Service (CCS) is available to people who served in the Armed Forces, **OR** be in your resettlement period and due to leave the Armed Forces within a reasonable time frame **OR Military Spouse/Partner:** Your current partner must still be serving **OR** was discharged within the last 12 months.

We want you to join us, learn new skills and bring your experience to our organisation. We believe that everyone has the potential to make a difference, and we want to ensure that all our staff are equipped with the knowledge and skills to do so. As part of your employment, you will have access to a range of learning and development, and a buddy who can help you to understand the Civil Service and enable you to make the most of the opportunities it offers.

Crown Commercial Service (CCS) is the UK's biggest public procurement organisation and an executive agency of the Cabinet Office.

We are procurement experts. We help the public sector maximise every pound so precious resources can go where they're needed most. Our service is free for the UK public sector. Buyers can access everything from temporary staff and energy, to laptops and police cars.

We are here to provide value to the Nation.

Organisation	Crown Commercial Service
Job Title	Senior Project Manager
Job Grade	Band 5 (Grade 7)
Positions available	1
Salary	£56,031 - £62,261
Location	<ul style="list-style-type: none"> • Liverpool • Norwich • Birmingham • Newport
Contract Length	2 Year Fixed Term Appointment
Hours	Full time
Security Check Level	<p>People working with government assets must complete baseline personnel security standard (opens in new window) checks.</p> <p>Please note: in addition to the standard pre-employment checks some locations require Counter Terrorist Check (CTC) clearance</p>

About the job

Are you an experienced Project Manager looking to join a function of likeminded professionals? Would you like to play a critical role in the way change is managed and delivered in Crown Commercial Service?

If so, we would encourage you to apply and join Crown Commercial Service as we re-energise our strategic change portfolio transforming the way we deliver in partnership with our stakeholders. The role will be varied with initiatives across people process technology and data, delivering value to our stakeholders and customers.

Job Summary

The Project Manager within Crown Commercial Service is responsible for driving and overseeing the delivery of the projects ensuring that the objectives/scope are clearly defined and achieved within the agreed time, cost and quality constraints.

The Project Manager has a key role in maintaining project plans, financial reporting, RAID logs, and stakeholder engagement. Underpinned by Crown Commercial Services Project Governance Processes. The Project Manager is a leadership role ensuring that governance processes are adhered to and maintained; this is supported by the overarching Project Management Office (PMO). The Project Manager is accountable to delivering the agreed project outputs to time, cost and quality enabling business benefits and critical success factors to be realised. The Project Manager is Responsible to the Senior Responsible Officer (SRO) and the lead of a multi-disciplined project team delivering across all phases of the project lifecycle. The role is suitable for an individual who has successfully managed several med/high complexity projects and has demonstrable experience of successful project delivery.

Team Summary

The role of the Project Manager sits within the Strategic Projects and Governance team (SPAG) within the Digital Data & Services Directorate (DDS). We are a small team of Professional Project Managers and Project Support Officers supporting successful delivery. The team is expanding to ensure the delivery of our exciting change portfolio which supports our strategic ambitions.

Responsibilities

Create and lead the project to deliver the agreed outcomes within time, cost and quality constraints.

- Day-to-day management and leadership of the project and the project team.
- Develop and maintain the Project Plan.
- Set project controls and design the project structure.
- Manage effective transition between each of the project phases.
- Develop the budget and track delivery within budget.
- Manage a multi-disciplined team.
- Deliver the agreed business case outcomes.
- Identify and manage stakeholder relationships at all levels
- Identify and monitor project risks and issues, agreeing mitigating actions and escalate where appropriate.
- Support effective governance and decision making.
- Provide reporting to wider stakeholders
- Engage with assurance reviews and support action on recommendations.

Person Specification - Essential Criteria

This section will include the essential criteria for the role. Essential criteria

- Demonstrable evidence of Project Delivery at a high/medium complexity across people. Process, technology and Data.

- A practitioner level understanding of the Project Management Process (Prince, APMP or equivalent)
- Excellent Stakeholder Management Skills
- Excellent communication skills
- Excellent time management skills

Application Details

To apply we will need:

- A completed Expression of Interest form
- A copy of your CV

This should be sent via e-mail to GFIE@cabinetoffice.gov.uk

Requirements and Timeline

Informal interviews with candidates are expected to take place in **April/May** and it is hoped that successful candidates start in **July/August 2025** following successful security checks.