



Role Description Project Manager

Role details

Title:	Project Manager
Directorate:	Programme and Projects
Role reports to:	PMO & Capability Manager

The Organisation – Overview

Zero Waste Scotland exists to lead Scotland to use products and resources responsibly, focusing on where we can have the greatest impact on climate change. Using evidence and insight, our goal is to inform policy, and motivate individuals and businesses to embrace the environmental, economic, and social benefits of a circular economy. We are a not-for-profit environmental organisation, funded by the Scottish Government and European Regional Development Fund.

We have recently launched a four-year corporate plan which will see an evolution in the organisation. We currently receive c.£25m of Public Sector funding per annum and must continue to maximise impact from investment whilst also acquire new funding.

In improving organisational efficiencies, we strive to forge new ways of achieving greater reach and more impactful results. Our organisation is at the heart of a political and public shift in attitudes towards climate change and the environmental consequences of our lifestyles.

Role Purpose – Overview

The Project Manager will plan, lead and monitor a range of project activities and people in order to achieve the stated project objectives - on time, within budget and to agreed quality standards, that contribute to the associated programme's targets. The role holder will have excellent stakeholder engagement, risk management and people leadership skills, which will be utilised and grown within these projects.

The role will work for an Outcome Programme Manager to manage projects within one of the Programmes delivering one or more of our key corporate outcomes. Those outcomes, (as defined in our Corporate Plan) are:

- **Outcome 1: Responsible consumption** – a Scotland where people and businesses demand products and services in ways which respect limits of our natural resources.
- **Outcome 2: Responsible production** – a Scotland where a circular economy is embraced by businesses and organisations which supply products and services to get the maximum life and value from the natural resources used to make them.
- **Outcome 3: Maximising value from waste and energy** – a Scotland where the environmental and economic value of wasted resources and energy is harnessed efficiently.



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- **Outcome 4: Transforming Zero Waste Scotland** - Make Zero Waste Scotland the leading organisation in driving radical change in behaviors towards products and resources.

Each outcome has a programme of projects and workstreams that deliver strategic objectives and the success of that delivery will have a critical impact on our annual performance.

Responsibilities – Overview

- Work in partnership with the PID owner to determine and define project scope and objectives. Support Project Initiation Document (PID) owners with development of the project's scope and objectives and support the Outcome Programme Manager and SRO with PID reviews at regular intervals once baselined
- Define, document and ensure the delivery of the overall project plan, ensure project plans are reviewed and maintained on a regular basis with the project team to deliver successful outputs and outcomes
- Responsible for capturing risks/issues identified understanding the level of impact and the process for escalation. Report on status of project(s) for review in the appropriate governance forums to demonstrate compliance and effective risk management
- Produce high quality project documentation, including plans, actions, decisions, risks, issues, incidents and governance in line with project objectives
- Ensure project activity adheres to standard change process expectations
- Close the project in a controlled manner ensuring lessons learned have been completed and the closure report is signed off by the PMO
- Track project budgets with effectiveness and accuracy through regular monitoring of expenditure against all allocated budgets, highlighting risks and issues and supporting the project owner to take corrective action where there are deviations from project plan Ensure best value is achieved at all times, including the cost-effective use of resources, value for money, and satisfying all relevant procurement and financial regulations.
- Liaise with stakeholders as required to deliver successful project outcomes and fostering relationships and networks amongst peers across the sector

Core Organisation Competencies

Adaptable to change:

Responds and behaves positively to change, identifies and acts upon new opportunities.

Building relationships:

Proactively develops internal and external relationships acting as an advocate and generating momentum for achieving Zero Waste Scotland's goals

Personal commitment:

Demonstrates commitment, energy and enthusiasm for achieving challenging goals.

Teamwork:

Encourages and develops cross-functional working and builds teams based on results to be achieved.



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Specific competencies

Achieving Targets	Analysis & Decision Making
Quality Focus	Planning and Organising
Achieving Impact	Influencing & Negotiating

Job essentials

- Educated to degree level or professional qualification in a relevant discipline
- Proven track record of managing projects including the appropriate management methodologies and techniques
- Excellent stakeholder management skills with experience of influencing senior level stakeholders
- Ability to work positively with the wide range of individuals involved in the Programmes / Projects
- Able to create a sense of community amongst the members of the projects
- The ability to find innovative ways to resolve problems
- Good interpersonal and communication skills
- Project level financial/ budgetary skills
- Experience of risk assessment and management principles and processes
- Experience in the use of IT systems for administration and management (e.g. MS Office, MS Projects, CRM Systems)
- Ability to work on own initiative and be flexible to respond to the changing project priorities

Desirable experience

- Formal project or programme management qualification or certification (e.g. PRINCE2 Practitioner, APM PPQ, or similar)
- Demonstrable experience of managing third party contractors to deliver services
- High awareness of the vision and purpose of Zero Waste Scotland, and how its Corporate Plan has been designed to achieve its environmental ambitions
- Experience of working in partnership with relevant stakeholders such as Scottish Government to achieve collaborative success

Role dimensions

Management impact	<ul style="list-style-type: none"> • No line management responsibility
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Our values

We will adopt a culture and set of behaviours that underpin everything we do.

We will be:

Pioneering

- Seeking out and responding to new solutions.
- Showing an appetite for new ideas.
- Being bold and challenging the status quo.
- Challenging ourselves to improve.

Collaborative

- Partnering with others (internally and externally) to deliver our vision.
- Respecting abilities and opinions.
- Creating teams, internally and externally, which bring together the best resources.
- Understanding the most effective role we, and others, can play to achieve success.
- Using our knowledge to create persuasive and convincing calls to action for others to follow.

Focused

- Intentionally choosing the right things - selecting initiatives and activities which have the greatest impact.
- Learning from our experiences and mistakes to improve future activities.
- Gathering feedback on how we are reaching our goals and using this to inform our actions.
- Leveraging our knowledge to make a difference.
- Using analysis and insights to make decisions, take action, engage others and provide solutions.

Authentic

- Being true to ourselves.
- Leading by example through our own behaviours and corporate actions and policies.
- Communicating with honesty and openness.
- Holding ourselves and others to account regardless of hierarchy.
- Committing to professionalism and high standards.