**ROLE PROFILE**

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| **Role Title** | Business Transformation - Project Manager | **Location** | Remote/hybrid depending on location |
| **Business Unit** | Group | **Job Family** |  |
| **Reports to Role Title** | Transformation Office Director | **Sub Family** |  |

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| **PURPOSE** | | | |
| *Responsible for the day-to-day management of assigned projects within the constraints set out by the Transformation Office Director. To ensure that the project produces the required output in accordance with the time, cost, quality, scope, benefits, and risk performance goals.*  *There is a requirement to manage cultural and process change throughout the value chain within the relevant business units, collaborating with departments across the business, this is achieved by collaborating with Business Transformation Managers assigned to projects and assisting in the holistic delivery of the project.* | | | |
| **CORE REPSONSIBILITES AND PROCESSES** | | | |
| *Managing projects to completion, successfully achieving the desired outcomes within set timeframes and cost, with the minimum of business risk.*  *Ensure that appropriate planning and documentation is in place for assigned projects using the approved governance structure.*    *Driving the successful outcome with stakeholders, managing the project team manager where appropriate and project support to deliver the project outcome.*    *Ensuring the project support functions are organised appropriately.*    *Due consideration to be given and applied to stakeholder management - ensuring that all stakeholders are appropriately informed and consulted.*    *Design, facilitate and manage required workshops.*    *Process mapping and design.*  *Appropriate reporting to the project executive* | | | |
| **CROSS FUNCTIONAL CONTACT** | | | |
| *All business teams within C&C*  *Internal and external suppliers* | | | |
| **COMPETENCIES / EXPERIENCE / SKILLS** | | | |
| *Experience of drinks wholesaling an advantage*  *Adaptable communication skills to work with all levels, high empathy levels*  *Effective networker – building relationships within the business to help facilitate positive stakeholder feedback*  *Strong organisational skills – able to multitask and re prioritise when necessary*  *Great problem-solving ability, look for different approaches to solve the problem and use expertise within the business to come up with ideas*  *Logical approach and analytical mindset, able to use data to inform decisions*  *Presentation skills*  *Microsoft Office including Visio and Project*  *Creation of viable project plans*  *Process definition and mapping*  *Task management*  *Project Management*  *Using data analysis to deliver solution*  *Ability to work to deadline*  *Experience of running complex projects – 5 plus years*  *Knowledge of quality management principles and processes*  *Knowledge of system processes*  *Knowledge of value chain and process efficiency* | | | |
| **QUALIFICATIONS/ATTRIBUTES** | | | |
| *One or more Project Management Methodology qualifications, at practitioner level, e.g., Prince 2, Agile/Scrum.*  *Team Player*  *Able to manage others to deliver output*  *Organised*  *Detail Orientated*  *Effective communicator*  *Strong decision-making abilities*  *Good business acumen* | | | |
| **ROLE DIMENSIONS** | | | |
| No of Direct Reports | 0 | Financial Impact (Direct) | Y |
| Total Team Size |  | Financial Impact (Indirect) | Y |
| No of Locations | national travel required occasionally | Other/ People Manager (yes/ no) |  |

Back Office Use only:

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| **Cost Code** |  | **Reward Level** |  | **Grade (if applicable)** |  |
| **Salary Survey Ref** |  | **Career Level** |  | **Date Created** |  |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |