

MEA-Plessey-Project Management- Head of Projects

Regional Job Profile Mapping template				
GLOBAL	Global Job Family	Project Management	Global Job Title	Manager Projects
	Global High Level Job Description	N/A	Global Typical Level of Qualification	N/A
			Global Typical Level of Experience	N/A
			Critical Job	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>
YES	NO			
REGIONAL	Regional Job Title	Head of Projects	Regional Job Classification/Grade	
	Regional High Level Job Description	<p>The Head of Projects has a business responsibility and accountability for running a regional Plessey office or business next to being responsible to oversee multiple projects any size managed through this office or business. The focus of this job is on business management and the time spent on business versus project management responsibilities is about 80% vs 20%.</p> <p>For the business responsibilities the Head of Projects arranges and manages the office availability, ICT infrastructure and manages all employees, contractors and teams employed/hired through this office. The individual is responsible for the budgets and progress reports. The Head of Projects is also responsible for operations management of the local operations covering revenue, costs and margin accountability next to operations organisation, logistics, work in progress with a communicative, entrepreneurial, strategic, environment perceptive and commercial aptitude. The individual is expected to sell projects or services to strategic clients.</p> <p>The Head of Projects takes projects from original concept through to final implementation. The individual will interface with all stakeholders.</p> <p>The Head of Projects adheres to and ensures that the project delivers the as-sold solution, remains within budget, is delivered on time, while achieving quality criteria and maintaining client satisfaction. The individual is competent in project change management and demonstrates adequate team leadership, motivation ability and business acumen. The individual has a good understanding of, responsibility for and ability in all aspects of the full life-cycle of the assigned projects.</p> <p>The Head of Projects needs to be able to lead bigger teams effectively and has a good understanding of general</p>		

Regional Job Profile Mapping template

	<p>technology concepts.</p> <p>The Head of Projects translates the offered solutions into project plans and objectives and subsequently delivers according to these and/or those created by other project managers. The individual manages client satisfaction, commitment and expectations to high service levels and manages escalations adequately.</p> <p>The Head of Projects ensures adherence to quality standards and reviews project deliverables. The individual communicates with executives regarding the status of specific projects. The individual possesses advanced communication, influencing and negotiating ability, displaying confident and credible writing and verbal ability.</p> <p>The Head of Projects’s project management skills have advanced through certification, experience and consistent successful project delivery. This is translated into a high level of proficiency and a balanced overall performance. Advanced project certification is required.</p> <p>The Head of Projects mentors all project management levels where applicable. The individual takes responsibility for compiling complex project proposals and baselines, and for assisting on proposals and baselines for programmes. Assistance is provided to Presales and Sales teams with customer sales engagements.</p>							
Operational Requirements	Driver’s Licence	YES	<input checked="" type="checkbox"/>	Language Proficiency	English	Overtime Work	No	
Regional Typical Level of Qualification	Secondary	Regional Typical Qualification Text			Project in Controlled Environments (PRINCE2) practitioner in relevant geographies, Project Management Professional (PMP®)			
	Diploma							
	Basic degree	Regional Salary Range			Related Business Degree			
	Advanced degree	<input checked="" type="checkbox"/>	Regional Vertical Experience Type			Telecoms/ Construction		
Regional Typical Experience Level	15+ Years	Regional Typical Experience Type			At least 10 years in Project Management			
		Can this job be defined as a scarce skills job?			1	2	3 <input checked="" type="checkbox"/>	
		Does this job contain competencies that have a limited viability?			YES		NO	

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			Critical Job	YES	NO
LOB Tech BU	Line of Business/Technology/Business Unit	Plessey	Line of Business/Technology Job Title/ Business Unit	Head of Projects	
	Next Career Step	<ul style="list-style-type: none"> Senior Management 			

Generic Roles

RPL: Required Competence Proficiency Level

CWI: Competency Weigh Indicator

SCI: Scarce Competency Indicator

CVI: Competency Viability Indicator

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
Adhere with required Safety, Health, Environmental and Quality and other legislation	Knows and understands Plessey SHEQ requirements	4	C		
	Ensures Health and Safety plan is finalised and deployed	4	C		
	Comply with BBBEE regulations	4	C		
Define and execute strategy	Formulates and gets sign off for strategy	4	C		
	Executes strategy	4	C		
	Delivers strategy execution progress reports	4	C		
	Learns and Researches	4	C		
	Displays creativity and innovation	4	C		
Manage office	Thinks strategically	4	C		
	Maintains relationship with building agent	4	C		
	Ensures office accessibility and security	4	C		
	Arranges and manages office layout	4	C		
Manage People and Teams	Secures office supplies availability	4	C		
	Inventorises required organisational capabilities and people competencies	4	C		
	Assesses available organisational capabilities and people competencies	4	C		
	Plans closing required vs available capabilities and competencies gap	4	C		
	Recruits employees and contractors	4	C		
	Induces employees and contractors	4	C		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Plans and executes performance appraisals with employees	4	C		
	Plans and executes career, learning and development meetings with employees	4	C		
	Manages employee rewards	4	C		
	Executes employee retention plans	4	C		
	Leads and manages people	4	C		
	Coaches and develops	4	C		
Manage Finances	Compiles budget proposal	4	C		
	Gets budget sign off	4	C		
	Manages budget vs actuals	4	C		
	Adheres to financial recording and reporting standards, controls and policies	4	C		
	Delivers timely, dependable, correct and complete financial reports	4	C		
	Ensures working capital and financial liquidity	4	C		
Manage Operations	Achieve planned financial goals in sense of revenues, expenses, margins, overheads, assets and liabilities	4	C		
	Plan operations	4	C		
	Organises operations	4	C		
	Controls operations	4	C		
	Manage work in progress	4	C		
	Delivers operations progress reports	4	C		
	Manage logistics and stock	4	C		
	Interfaces with other internal units and external parties	4	C		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Manages stakeholders	4	C		
	Manages escalations	4	C		
	Ensures operations response to a requests is timely and effective	4	C		
	Manages required certification and accriditation levels effectively	4	C		
	Decides and initiates action	4	C		
	Initiates and manages organisational change	4	C		
	Communicates clearly and sufficiently	4	C		
	Plans and Organises	4	C		
	Adapts and Responds to Change	4	C		
	Is resilient and copes with pressures	4	C		
	Possesses business acumen and acts as an entrepreneur	4	C		
Manage ICT infrastructure	Inventorises office ICT infrastructure requirements	4	C		
	Assesses office ICT infrastructure availability	4	C		
	Arranges and manages office ICT infrastructure adaptations, deployment, operations and support	4	C		
	Manages ICT infrastructure access, security and authorisation levels	4	C		
Sell solution or service	Gathers information	4	M		
	Presents and communicates information	4	M		
	Builds client relationships and networks	4	M		
	Is creative and innovates	4	M		
	Persuades, negotiates and influences	4	M		
	Possesses Business Accumen and acts as an entrepreneur	4	M		
	Is results orientated and meets client expectations	4	M		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Gets sales order	4	M		

Specialisation Roles

RPL: Required Competence Proficiency Level

CWI: Competency Weigh Indicator

SCI: Scarce Competency Indicator

CVI: Competency Viability Indicator

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI	
Define and manage project scope	Develops project scope at proposal stage	4	H			
	Develops project scope at definition stage	4	H			
	Gathers requirements information	4	H			
	Identifies and estimates project requirements	5	C			
	Verifies solution requirements	4	H			
	Establishes tasks and task duration for solution delivery	5	C			
	Manages high-level requirements engineering process and deliverables	5	H			
	Analyses and solves problems	5	H			
	Manages scope and scope changes	4	H			
	Validates solution delivery in accordance with requirements	4	H			
	Obtains client sign-off for requirements and delivered solution	4	H			
	Plan and develop project schedule	Develops high-level milestone plan	5	C		
		Develops detailed project plan including resourcing and task sequencing	5	C		
Organises project set-up		n/a				
Agrees project plan and approach with client		5	C			
Executes plan		5	C			
Manage project finances	Understands project sales financial baseline B0***	5	C			
	Assists in delivering project delivery financial baseline B1***	5	C			
	Agrees project billing and invoicing with client	5	C			

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Sets up project accounting	4	M		
	Maintains project financial information	4	M		
	Executes project financial management (Sign-of on invoice)***	5	C		
	Demonstrates advanced financial management (EVM, Forex, financial management of risk, capitol management, financial structuring, etc.)	4	C		
	Demonstrates the ability to formulate and manage a set of consolidated financial accounts across a PS Business	5	C		
Monitor and control a project	Registers project	5	M		
	Establishes project administration and controls	2	M		
	Requests and allocates project resources	5	C		
	Manages project resources	5	C		
	Establishes project configuration management	4	C		
	Performs project configuration management	4	C		
	Independently manages a project	5	M		
	Maintains project risk, issue, action, change and decision administration	3	M		
	Manages project risks, issues, actions, changes and decisions	5	C		
	Displays results orientation	5	C		
	Analyses and solves problems	5	C		
	Ensures accurate project information	5	C		
	Performs project logistics	4	M		
	Manages project meeting logistics	3	C		
	Manages project meetings (Site Meetings)***	4	M		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Performs project reviews as per scope***	5	C		
	Closes project administration	3	C		
Manage project communication and documentation	Captures and report project status	5	C		
	Communicates clearly with internal and external clients	5	C		
	Drafts and communicates meeting minutes (Site diary)***	4	C		
	Presents information clearly	5	C		
Act as corporate citizen	Is able to establish and maintain interpersonal relationships across a broad range of personality types	5	C		
	Establishes alliances	5	C		
	Builds client relationships and networking, ensuring results are achieved and clients expectations are met	5	C		
	Demonstrates high ethics and adherence to DD and Plessey values	5	C		
	Develops individuals into a team	5	C		
	Demonstrates personal motivation and a positive attitude	5	C		
Ensure personal growth and development	Displays learning orientation	5	C		
Ensure client satisfaction	Is presentable	5	C		
	Displays service orientation	5	C		
	Demonstrates persuading, negotiating and influencing skills	5	C		
	Acts as an entrepreneur	5	C		
	Displays business acumen	5	C		
Act as leader in required situations	Coaches and develops others	5	C		
	Demonstrates delegation skills specifically concerning task assignments	5	C		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Demonstrates leadership skills	5	C		
	Demonstrates proactive management	5	C		
	Demonstrates resilience	5	C		
	Copes under pressure	5	C		
	Motivates team members	5	C		
	Analyses and solves problems	5	C		
	Demonstrates stakeholder management skills	5	C		
Demonstrate an understanding of required methodologies	Demonstrates expertise and specialist project management knowledge	4	M		
	Demonstrates an understanding and application of client specifications***	4	C		
	Demonstrates an understanding of industry methodologies and knowledge e.g. PMBoK, Prince2	4	H		
	Contributes to the improvement of internal systems, services and processes	4	H		
	Contributes to the implementation of improvements to internal systems, services and processes	4	C		
	Demonstrates creativity and innovation	5	C		