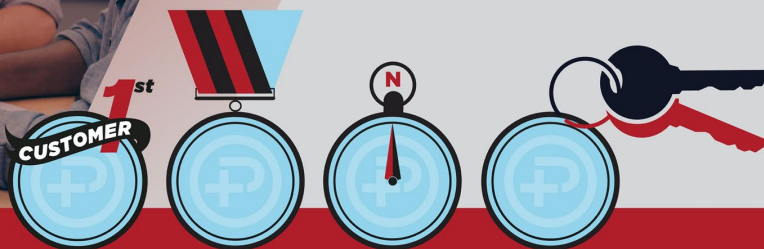




**“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”**



Job Description

JOB TITLE	Implementation Project Manager
DEPARTMENT	Business Development
REPORTING TO	Change Director / Justice Divisional Managing Director
CAREER GROUP	Management
DISCLOSURE LEVEL	Basic

MAIN PURPOSE OF THE ROLE:

We are seeking a dynamic and experienced Project Manager to lead the implementation of our Learning and Development contract across all public sector prisons in Scotland.

This exciting role will lead the set up and coordination of key activities across a number of workstreams (including HR, Operations, IT and Quality); working closely with the Scottish Prison Service and driving the successful implementation of services.

The ideal candidate will have a strong background in project management; with specific experience in central government projects or mobilisations; ideally within prison estates. They will have excellent stakeholder engagement and communication skills, coupled with a deep understanding of the challenges and opportunities within the criminal justice sector.

Join us in this exciting role where you will have the chance to make a significant impact on the lives of individuals and the broader community. If you have the skills and experience we are looking for and are looking for a challenging, yet rewarding role where you can leave a lasting legacy, we would love to hear from you!

KEY RESPONSIBILITIES


- Working with a team of internal and Partner organisation workstream leads including (HR, IT, Commercial, Operations, Quality, Marketing, and Training) to develop and execute a comprehensive mobilisation and transition plan across all workstreams
- Liaising closely with the Scottish Prison Service and other key stakeholders; engaging and communicating effectively and proactively
- Ensuring all workstream leads, suppliers and key stakeholders are aligned and remain bought into the Mobilisation and transition plan with clear ownership and accountability.
- Proactively identifying and managing mobilisation and transition issues, risks, constraints and dependencies; clearly articulating key risks and issues to the wider programme, as required.
- Taking ownership and seeking out innovative risk mitigations and solutions to issues with workstream leads and other stakeholders.









- Regular programme reporting on progress against key milestones and risks and issues to senior internal and external stakeholders through formal governance structures.
- Working closely with operational, finance and commercial colleagues to ensure adherence to contractual, commercial and operational obligations/requirements.
- Planning for and delivering an agreed handover to Business as Usual (BAU) with agreed acceptance criteria and operational owners
- Documenting and agreeing acceptance criteria and owners for other Stage Gates, facilitating reviews and providing necessary evidence
- Leading regular project and individual workstream meetings and calls with internal teams, 3rd party providers and client stakeholders.
- Creating a project team environment that stimulates a positive 'can do' approach, enabling individuals to contribute and realise their potential

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education, training and qualifications	✓	✓
Professional qualifications in project management (e.g., PRINCE2, PMP)		✓
Skills, knowledge and abilities	✓	✓
Exceptional organisational skills with the ability to manage multiple priorities in a fast paced environment	✓	
Strong understanding of the Scottish prison system	✓	
Knowledge of safeguarding practices and risk management	✓	
Strong leadership and team management abilities.	✓	
Excellent communication and interpersonal skills.	✓	
Problem-solving and critical thinking capabilities.	✓	
Adaptability and resilience in challenging environments.	✓	
Commitment to social justice and educational equity.	✓	
Familiarity with government policies related to prison education and rehabilitation		✓
Experience	✓	✓
Proven experience in project / mobilisation management, ideally in education, social justice, or criminal justice sectors	✓	
Experience in stakeholder engagement and building collaborative partnerships.	✓	
Experience working directly within prisons or similar environments		✓

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS

	Essentials	Desirable
 Customer First - Helping our customers improve their lives is our 'why'.		

	True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	
	Think big and take risks - Our leaders are always looking for Innovative new ways to delight our clients and customers. They know where they are going and inspire their teams to achieve amazing results. Speed is of the essence and they are prepared to take calculated risks – decisions are reversible and they learn from them. They are very happy to respectfully challenge their peers and once a decision is made they are wholly behind it.	✓	
	Take ownership with integrity - Our leaders take ownership and act on behalf of the whole company ensuring their actions have exceptional impact on the business in both the long and short term. They listen, are honest and treat people with respect and measure themselves and their teams against the best in the industry.	✓	
	Attract, retain and develop top talent - Our leaders act as coaches and mentors and are always looking to develop their teams, help their colleagues and raise the performance bar with every new hire and promotion they make. They recognise people with exceptional talent and willingly share them across the organisation.	✓	
	Simple is Best - Our leaders create a vision for their team and lead by example. They ensure everything they do, and expect from their teams, is simple and not over-complicated. They don't 're-invent the wheel' and share best practice across the business. They encourage the exchange of views and the generation of simple, innovative ideas to help us learn and grow	✓	
	Deliver Results - Our leaders live and breathe the PeoplePlus Vision and Trademarks. They never compromise and ensure their teams fully understand what is expected of them. They have exceptionally high quality standards and are constantly focused on delivering the business objectives in a timely way.	✓	

Additional Information

Text here...

