



TRINITY HOUSE

## ROLE PROFILE

### Vessel Replacement Project Manager

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#### JOB PURPOSE

Responsible to the Major Projects Director for the delivery of the Vessel Replacement Project (VRP) in which the urgent replacement of the THV PATRICIA is a priority. As the VRP Project Manager (PM), the post holder will be required to develop and implement a sourcing strategy that meets Trinity House's (TH) urgent operational requirements and delivers a value for money solution for TH. The work to replace THV PATRICIA must align with the Lighthouse Board's broader objectives for the organisation. It should also align with the project pipeline, which includes future vessel replacement work, currently being developed by the Major Projects Director.

To be an active member of the Senior Management Team providing leadership and contributing to the wider corporate goals of TH.

<b>KEY RESPONSIBILITIES</b>	<b>Review of existing VRP procurement documentation</b>	<ul style="list-style-type: none"><li>▪ Working with the Major Projects Director and the CEO, retest TH operational requirements for currency and to consider learning from previous attempts to procure a replacement vessel.</li><li>▪ Test the commercial strategy's alignment with expectations outside of TH including with that of the DfT's Commercial Assurance Board.</li><li>▪ Ensure that all documentation that underpins the procurement at every stage for the replacement to THV PATRICIA are complete and in a final agreed state before launching the tender process. This includes a locked down operational requirement and a robust evaluation and negotiation strategy.</li></ul>
	<b>Governance and Assurance</b>	<ul style="list-style-type: none"><li>▪ Establish internal and external approval routes and develop an updated Integrated Approvals and Acceptance Plan (IAAP).</li><li>▪ Understands and aligns the IAAP to meet the governance and assurance requirements set out by the DfT, Cabinet Office and the Infrastructure &amp; Projects Authority should the project be entered onto the Government's Major Projects Portfolio.</li><li>▪ Adopt the standard 'lines of defence' model for assurance.</li><li>▪ Establish and lead a robust Project Board that convenes key project team members and stakeholders to discuss the progress of the project.</li><li>▪ Report into the project steering group.</li></ul>

		<ul style="list-style-type: none"> <li>Work with key stakeholder to develop project management policies and procedures aligned with the Government's <a href="#">Project Functional Standard</a> and DfT expectations.</li> </ul>
	<b>Business Cases &amp; Benefits Realisation</b>	<ul style="list-style-type: none"> <li>Lead the development of business cases for the project, drawing contributions from key stakeholders where necessary and always seeking to align with Government's expectations around the development of business cases in support of project such as the VRP.</li> <li>Develop a Benefits Realisation Plan that tracks agreed benefits for their progress throughout the life of the project.</li> </ul>
	<b>Budget, Resourcing, Planning and Scheduling</b>	<ul style="list-style-type: none"> <li>Develop a budget for the project and track performance and progress against budget.</li> <li>Ensure appropriate resources are in place at every stage of the project working with the Major Projects Director to make best use of existing resources, advisers, etc. as well as onboarding additional resources where required.</li> <li>Develop robust plans and schedules built around deterministic and probabilistic estimates as appropriate.</li> </ul>
	<b>Risks and issues</b>	<ul style="list-style-type: none"> <li>Accountable for identification, assessment and prioritisation of risks and proposing mitigation measures associated with the VRP.</li> <li>Ensure senior stakeholders are briefed, updated and where appropriate, enrolled in the management and control of key risks.</li> </ul>
	<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>Develop a robust market engagement strategy that keeps the market engaged at every stage of the tender process.</li> <li>Engage credibly on a planned and on an ad-hoc basis with the diverse stakeholder community relying on the success of the VRP.</li> </ul>
	<b>General</b>	<ul style="list-style-type: none"> <li>Undertake additional tasks and responsibilities as assigned or necessary, within scope of the role.</li> </ul>
<b>ENTRY REQUIREMENTS</b>	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Completed or demonstrably working towards completion of the Project Leadership Programme and/or the Major Project Leadership Academy.</li> </ul>
	<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>Conversant with public sector Procurement, Project and Contract Management requirements including Public Contract Regulations</li> <li>Conversant with a range of Project management methodologies, e.g. Waterfall, Agile, etc.</li> <li>Building strategic relationships and partnerships including demonstrable experience of successfully securing support from the DfT and Cabinet Office prior to joining this role.</li> <li>Demonstrable experience of securing approval to proceed on complex projects and programmes.</li> <li>Highly effective communication style.</li> </ul>
	<b>Professional Competencies</b>	<ul style="list-style-type: none"> <li>Government Project Delivery Capability Framework (<a href="#">PDCE</a>); mapped to Civil Service grade levels 6/SCS1</li> </ul>

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**For the benefit and safety of all mariners**

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