

Edinburgh job – Project Manager

The Scottish Parliament is advertising a Project Manager's job on their website which is open for applications until 11 February 2013.

The advert reads:-

Project Manager (Ref: P7353)



“The Scottish Parliament’s Business Information Technology (BIT) Office is responsible for developing and maintaining the IT solutions and underlying infrastructure which support and enable the business of the Parliament and its Members.

As part of the BIT Programme Management Office you will manage the successful delivery of a variety of IT projects and programmes. You will ensure that formal methodologies are applied and that relevant communication with key stakeholders occurs. You will also contribute to the development of BIT plans, policies and processes.

You will need:

- *extensive project management experience, including the successful delivery of a variety of medium scale projects, an in-depth understanding of project methodologies and good change control and risk management capability*
- *an understanding of the fundamentals of programme and portfolio management*

- a relevant degree or professional qualification would be desirable
- the ability to develop policies and processes based on business requirements and technical considerations
- experience in finance and budget management, , along with procurement processes and delivering value for money solutions
- excellent problem solving and decision making abilities, including multi-tasking on high priority activities simultaneously and a willingness to take ownership of issues and deal with difficult situations
- excellent communication and interpersonal skills, including the ability to lead project teams, negotiate with and influence stakeholders, and convey both technical and business concepts

Salary range is £30,814 to £37,466. Benefits include 40.5 days' leave (including public holidays) and the opportunity to join the Civil Service pension arrangements.

To apply, read the [full information about the job](#) send your CV and a covering letter demonstrating the qualities described above to jobs@scottish.parliament.uk by 5pm on **Monday 11 February.**

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. We are committed to building a diverse and representative workforce and we particularly welcome applications from disabled people and members of the black and minority ethnic communities.”