**Senior Projects Manager – Abuja, Nigeria**

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| **Division** | BBC Media Action |
| **Reports to (title)** | Country Director – Nigeria |
| **Location base** | Abuja, Nigeria |

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| **Organisation structure** |  |
| The BBC Media Action office in Nigeria is looking for a Senior Projects Manager to provide overall leadership of the management and delivery of our donor funded projects. Reporting to the Country Director, Nigeria, the Senior Projects Manager will be responsible for ensuring that our projects are delivered on time, on budget and to high quality.  The role requires a high degree of personal resilience and a flexible approach to implementing development projects in a challenging, resource-poor, multi-cultural context. The Nigeria office has a talented team of staff, and is a supportive and inspiring environment in which to work. | |

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| **Additional job specific responsibilities and accountabilities** |
| **Context**  BBC Media Action is the BBC’s international development charity, which uses media and communications to help reduce poverty, address development goals, and support people to understand their rights. We do this through partnering with media, civil society and others to produce creative programmes and other outputs which inform and engage audiences on key development issues. We also strengthen the media sector through building professional capacity and infrastructure of local media organisations in the countries in which we work.  BBC Media Action delivers a portfolio of projects in Nigeria. It seeks to expand this portfolio of work, but also to ensure that existing projects are delivered on time, on budget, to the highest standards and in accordance with BBC editorial values as well as Media Action methodologies.  **Overall Purpose of Job**  This exciting and influential role will be responsible for the overall management and delivery of a range of development projects which use the power of media to tackle issues of governance, health and resilience. The Senior Project Manager will oversee a diverse, multidisciplinary team to ensure the agreed targets and objectives are met; and will ensure the quality and cohesion of project outputs. Maintaining relationships with donors and ensuring accurate and timely financial and narrative donor reporting will be a key part of the role, as will identifying further funding opportunities related to meeting development priorities in Nigeria and taking the lead on writing successful proposals.  The Senior Projects Manager will be responsible for overseeing the overall delivery and budget management of projects, and for reporting on progress to the Country Director, partners and donors. Upon request of the Country Director, the Senior Project Manager will represent Media Action in country to key stakeholders and will ensure effective relationships and partnerships with a wide range of partners including broadcasters, NGOs, international development agencies and others.  BBC Media Action works to ensure that everyone we work with remains safe during their time with us. The Senior Projects Manager will support the Country Director in ensuring that safeguarding is factored into project design and budgeting, staff and freelancers receive relevant safeguarding training, and relevant safeguarding due diligence is conducted with any local partner organisations that may be working with vulnerable adults or children as part of our projects.  The role reports to the Country Director Nigeria and will work closely with other members of the Senior Management Team.  **Main Duties**   * Reporting to the Country Director, take responsibility for overseeing the planning and implementation of country projects and activities. * Manage project budgets and ensure that the delivery of outputs is in accordance with budget and in line with BBC Media Action’s financial procedures and the funder’s operating guidelines. * Manage a diverse project management team to ensure successful project implementation. Support team members to build their capacity and develop their skills. * Ensure the design and implementation of project activities adhere to workplan and logframe commitments and remain in line with BBC editorial standards and values and BBC Media Action’s best practice. The Senior Projects Manager will support the development of media content insofar as ensuring it links to the project ‘theory of change’ and intended development outcomes. * Lead in the development of relevant project management tools that support the effective design and implementation of project activities, to include but not limited to theory of change, logframe/results framework and workplans. * Work collaboratively with other members of the Senior Management Team and staff in a leading role to develop/provide oversight to knowledge management processes that help to collect, organize, store and share BBC Media Action Nigeria’s information/knowledge assets in a manner that such can be readily available, accessible and effectively used for the benefit of the organization. * Safeguarding responsibility for staff, volunteers, partners, and contributors. The role has responsibility for ensuring that all project activities comply with BBC Media Action and donor standards around safeguarding of children and vulnerable adults. The role requires detailed knowledge and expertise of safeguarding policy and best practice. * Support the CD and other SMT members in the delivery of relevant safeguarding training to all staff, freelancers and (sub)contractors contracted directly by the office. * Ensure that relevant safeguarding due diligence is conducted with any local partner organisations that may be working with vulnerable adults or children as part of the projects. Where any risks are identified, ensure that projects are designed to mitigate these risks. * Lead the reporting process, both internally to BBC Media Action and externally to partners, donor(s), and other interested parties. * Work closely with the Research team in the design and coordination of monitoring and evaluation activities and regular review/feedback sessions, and adjust project delivery as necessary based on research and feedback findings. * Develop good working relationships with a wide range of stakeholders including donors, local broadcasters, relevant NGOs and CSOs, and other relevant stakeholders. * Lead in the development of specific new business development activities, such as seeking opportunities through networking, leading the development and writing of new proposals, or working as part of a global team responding to international and sub-regional funding opportunities. * Work with the other BBC Media Action staff in Nigeria and elsewhere to identify training priorities linked to the needs of staff, including greater development of in-house capacity, and to ensure that training meets BBC Media Action’s high standards. * Serve as a member of the Senior Management Team in Nigeria, with the ability to support the Country Director and deputise as Acting Country Director as needed.   **Essential skills and experience**   * Considerable experience developing and managing large-scale, donor-funded projects in a developing-country context, preferably in Africa. * Proven ability to develop and secure new donor-funded international development projects, including ability to develop new business ideas and present these persuasively to potential partners and funders. Proven experience writing successful donor-funded proposals that incorporate project research and development, logframes, budgets, etc. * Strong financial management skills, with proven experience managing complex medium to large budgets for donor-funded international development projects and knowledge of the reporting requirements of donors. * Experience managing teams, preferably within a developing-country context, and developing and improving internal management systems and processes. * Proven ability to forge strong working relations quickly and gain the trust of local partners and counterparts (such as other NGOs, donors, local media and other stakeholders). * Confident public speaker with experience of presentations to colleagues, donors and stakeholders. * Good judgment and decision-making skills, including the ability to adapt, react and respond to crises, and to evaluate risk. * Experience working on own initiative and organising time effectively within a range of often conflicting deadlines and demands. * Excellent written and spoken English.   **Desirable skills and experience**   * Experience working in one or more of BBC Media Action’s key thematic areas in Nigeria: governance (particularly social/political inclusion and accountability), health (e.g. maternal and child health, sexual and reproductive health including family planning, epidemic/pandemic response), childhood education, media ecosystems/media freedom, security and justice, and/or disability inclusion. * Experience of working in both the media/communications and development sectors. * Experience in managing a portfolio of multiple, simultaneous complex projects. * Demonstrable editorial judgement skills and understanding of BBC editorial values, or demonstrable potential to acquire strong editorial skills in order to help make sensitive editorial judgements at a senior level. * Knowledge of the Nigerian or West African development context. * Experience mainstreaming disability inclusion into projects or managing projects focused on disability inclusion.   **Key Competencies**   1. Managing relationships and teamwork: able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively. Values individual's differences and demonstrates a commitment to knowledge sharing and informal learning, for the benefit of the team. 2. Strategic thinking: Able to identify a vision and create plans for implementation of that vision to meet the end goal. Evaluates situations, decisions, and issues in the short, medium and long-term. 3. Leadership: Ability to inspire others to realize an identified vision. 4. Analytical Thinking: Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks for problem solving and/or development. 5. Change Management: Able to understand and anticipate the need for change and to build frameworks for planning and managing the continuous process of change. 6. Planning and Organization: Able to think ahead in order to establish an efficient and appropriate course of action for self and others; planning of activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements. 7. Resilience: Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterized by commitment, motivation and energy. 8. Decision Making: Able to take the initiative, originate action and be responsible for the consequences of the decision made.   **Safeguarding Commitment**  BBC Media Action has zero tolerance of all forms of abuse and exploitation of vulnerable people. All staff are required to undergo safeguarding training and maintain behaviour that is consistent with BBC Media Action’s code of conduct. The role involves managing staff who have direct contact with children and adults at risk of harm. The role is based in a country where poverty, police corruption and criminal impunity may be significant risk factors. Informal contact with children and vulnerable adults is likely to be frequent, including when not at work. The successful candidate will need to undergo enhanced DBS and/or related background checks. |

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| **Job title** | **Senior Projects Manager** | | |
| **Job family** | **Project Management** | **Proposed band** | **D** |

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| **Job purpose** |
| *To deliver a project, or multiple projects and expected outcomes, to stakeholder expectations, within the agreed brief, and within the constraints of time, cost, scope and quality, using the most appropriate approach for the project and domain.*  *At the BBC project management is applied in different domains, for example, IT, digital, construction, business process, broadcast engineering. Projects may stand alone, be part of a programme and/or a product lifecycle. An appendix may be included to outline further responsibilities or experience necessary for the particular role.* |

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| **Key responsibilities and accountabilities** |
| The Senior Projects Manager shares the core competencies of the Project Manager but requires more experience. The role commands more responsibility working on larger, more complex projects, or leading on multiple projects, workstreams, or iterative improvements concurrently.  Manages one or more projects, or leads a workstream within a programme, or works on iterative improvements as part of a product lifecycle. Responsible for the delivery of its outcome, using an appropriate approach (e.g. iterative and incremental, sequential) suitable to the characteristics of the change, for which typical indicators at this level are:   * A repeatable project framework, delivering a known outcome or target; * A duration of approx. 18+ months, or autonomous delivery of a series of outcomes within a product environment; * Multiple stakeholders, and financial or allocated staff responsibility equivalent to a budget of up to c£10m, and a staffing level of 8+ (including third parties).   Core project manager responsibilities follow. *(Note: an appendix may be included covering additional responsibilities and accountabilities specifically required for the role, e.g. a specific delivery method).*  **Approach and planning**   * Work with ‘business or product owner’ and stakeholders to understand the strategic objectives and agree the project objectives and outputs or high-level benefits to be delivered by the project. * Determine the project’s level of complexity and agree with the ‘owner’ the options and appropriate approach for delivery. * Contribute to the development of the business case or financial investment case. * Foster the conditions for the project team to perform and lead on a day-to-day basis to ensure clarity of scope, good estimating, solution development and to manage the risks. * Produce a Project Management Plan[[1]](#footnote-1) (PMP) to get agreement with stakeholders for the purpose, nature and scope of the project and secure the mandate to proceed into shaping the project. * Draw on own experience and actively seek out and apply relevant lessons learnt from other projects to enable the project team to learn from previous BBC experiences.   **Delivery**   * Manage and deliver the project within the agreed time, cost and quality constraints to enable delivery of the agreed outputs and/or benefits. * Maintain effective relationships with stakeholders, address issues, and deliver effective communication strategies. * Put in place transition plans and ensure business ownership is established for the ongoing ownership of outputs and/or realisation of benefits. * Apply oversight and evaluate, monitor and manage risks, issues, assumptions, dependencies, interdependencies and changes, escalating those outside tolerance if appropriate. * Maintain suitable plans, manage the delivery of minimum requirements and/or critical success factors and effectively manage people (including third parties) and other resources. * Monitor progress, regularly report on status and initiate corrective actions. Ensure all expenditure or activity is tracked and reconciled to budget/plan with forecast to complete or value generated central to decision making * Ensure adherence to BBC policies and standards for project management, health and safety, financial, legal and technology and any other compliance requirements.   **Approvals, Governance and Benefits**   * Support the business (customer), deliver key project documentation and ensure change management activities are executed (e.g. relevant training) to enable business adoption of changes. * Complete and review the benefits realisation plan and facilitate formal handover of the plan and any ongoing activities to the relevant business area. * Ensure controlled phase/project closure with appropriate review of performance, sharing of lessons, handover specifics, ongoing ownership and a planned post implementation review and sharing of lessons in place.   **Stakeholders, Change and Communication**   * Create, update and manage plans to address stakeholder expectations and secure buy-in. * Work with stakeholders on defining scope, agreeing critical success factors, identifying deliverables and benefits, and understanding trade-offs. * Identify and address dependencies and interdependencies with other projects. * Form the project team with appropriate specialist skills (e.g. procurement, HR, change, legal, business continuity etc.) and advise the Sponsor on governance issues. * Develop options and gain approval for plans, for example the Project Management Plan and business case/ financial investment case. * Create, update and manage a detailed project plan, along with a high-level project plan to support stakeholder engagement, reporting and communication. |

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| **Knowledge, skills, training and experience** |
| **Essential**   * Extensive relevant experience working on projects/programmes, and a substantial period (s) of managing projects to successful outcomes, leading teams, planning, problem solving, progress monitoring, managing risk, and budget or resource responsibility. * Working knowledge of the project lifecycle, products, techniques and methodologies and approaches and the understanding of how to best apply to the situation. * Excellent and well-practiced communication (verbal, written, listening), inter-personal and influencing skills with the ability to bridge specialism and business through user-friendly language. * Ability to effectively deal with difficult stakeholders, navigate ambiguous, changeable, and complex environments and achieve desired outcomes. * Knowledge of relevant legislation and procedures relevant for the domain e.g., procurement, contract management, environment, and health and safety. * Demonstrable professional development with a recognised project management qualification or equivalent experience. * Strong Microsoft Office skills, including MS Project and MS Powerpoint, and experience in manipulating data to make it meaningful for different audiences.   **Desirable**   * Managed a minimum of 4 projects with budgets of £10k-£2m or significant business area impact. * Excels at delivery in a fast-changing, political and complicated environment, and understands organisational transformation challenges and how to operate effectively in this context. * Knowledge of the media sector and broad understanding of the traditional and new technologies in a broadcast and or digital media environment. |

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| **Job impact** |
| *Scope*   * Financial control of workstream / project / portfolio budget up to c£10m over duration of the workstream/project/portfolio of c18 months. * Managing all project staff including the design, development, testing specialists, project assistants and other staff as assigned and indirectly business resources supporting the project.   *Decision making*   * Defining and agreeing with the business or product owner the project approach, scope, budget, schedule and resource allocation. * Decisions on changes to the project in response to change requests, risks, issues and any deviations from the project plan within the tolerance set by the business case or programme. |

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| **Other information** | |
| **For Reward team use only** | |
| Job Code |  |
| Definition: | Support |

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*

1. BBC terminology - an equivalent document may be a detailed Project Initiation Document (PID) [↑](#footnote-ref-1)