
JOB DESCRIPTION

Job Title: Technical Project Manager

Grade: D

Department: IT

Main purpose of job:

The Technical Project Manager will lead the planning, execution, and delivery of complex technical projects across the organisation. This role bridges the gap between business needs and technical execution, ensuring projects are delivered on time, within scope, and to the highest quality standards. The TPM will also support governance, compliance, and continuous improvement across the project lifecycle.

Responsible to: Technology Portfolio Delivery Manager

Budgetary responsibilities: No direct department budget responsibilities. The TPM will be responsible for the management and control of the project budget on behalf of the project Sponsor.

Responsible for: This role has no direct reports or line management responsibilities. The TPM will have responsibility for managing the day-to-day activities of resources across IT and 3rd parties for project delivery

Key Job Responsibilities:

The TPM is required to deliver projects that are signed off at the Technology Portfolio Board. The TPM is responsible for:

- Define and document project objectives, scope, and deliverables in collaboration with stakeholders.
- Develop and maintain detailed project plans, timelines, and budgets.
- Coordinate internal teams and third-party vendors to ensure seamless execution.
- Monitor and report on project progress, risks, and issues, escalating where necessary.
- Act as the primary point of contact for project stakeholders, providing clear, timely communication and managing expectations throughout the project lifecycle.
- Influence decision-making and facilitate resolution of conflicts or blockers.
- Lead cross-functional teams including developers, engineers, and analysts, coaching team members in project practices and processes to ensure full and consistent understanding and appreciation.
- Foster a collaborative and high-performance team culture.
- Coach the Team in self-organization and cross-functionality encouraging them to operate on a self-managed basis, facilitate conflict resolution and decision making.
- Help the team to identify and resolve impediments.

- Provide feedback to the team, helping them to continually improve.
- Resolve blockers that stop the team progressing
- Ensure adherence to internal project governance frameworks and external regulatory requirements.
- Conduct post-project reviews and implement lessons learned.
- Maintain comprehensive project documentation and audit trails.
- Identify, assess, and mitigate project risks and issues.
- Manage changes to scope, schedule, and resources using formal change control processes.

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: June 2025

PERSON SPECIFICATION

Job title: Technical Project Manager

Date: June 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced *
Experience Previous project delivery experience, including management of multiple concurrent initiatives Experience managing 3 rd parties to achieve project deliverables	✓	✓	A/C A/C
Qualifications Experience managing complex projects Experience with industry standard software and project methodologies such as Agile, Prince DSDM, Jira and Confluence.	✓	✓	A/C A/C
Training APM or PRINCE2		✓	E/C
Specialist skills/ability/knowledge Knowledge of project management methodologies and processes Ability to produce high quality, accurate project documentation Ability to manage stakeholders and run meetings effectively Understanding of RAIDs and their management Experience building and managing third-party vendors and cross-functional teams.	✓ ✓ ✓ ✓ ✓		A/C A/C A/C A/C
Communication			

Excellent written and verbal skills.	✓		
Develops positive relationships with colleagues.	✓		
Can explain technology project deliverables to a wide stakeholder audience, both inside and outside of Technology	✓		
Personal qualities			
Enthusiastic, self driven and motivated	✓		C
Reliable and flexible	✓		C
A problem solver	✓		A/C/T
Excellent attention to detail	✓		A/C/T
Tenacity	✓		A/C
Committed to continuous improvement and professional development (self and team)	✓		A/C

Key

R = References, **E** = Evidence/Certificates , **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment