



European Union Network for the Implementation
and Enforcement of Environmental Law

Service Advert

Project Management

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 56 members from 36 countries and its working language is English.

The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

The Network is seeking professional project management support to manage different projects with different funding sources, teams and reporting requirements. The service provider will comprehensively assist and oversee the management of IMPEL projects and activities in compliance to budget and project plans as well as general organizational requirements of the network and of donors, and will carry out the necessary control activities to enable projects meeting their goals. The service should provide excellent competencies in relation to structured project management methodology (for example PRINCE2, Agile) that ensures strong governance throughout the complete cycle of project management - initiation, planning, execution, and closure.

The project management service will be responsible for ensuring that projects are defined and established, and are managed to budget, time, and quality.

The Project Manager will work closely with other IMPEL service providers and will regularly report to the Board and especially to the competent Vice-Chair. He/she must build very good links with IMPEL Expert Team Leader, Project Executives and project managers.

As such, the service provider should ensure competency in all aspects of project management (including scope, schedule, finance, risk mitigation, projection etc.) as well as provide for excellent organisational and communication skills (both written and oral). Based on IMPEL's needs, tools and grids for a professional project management shall be evaluated, selected and subsequently established.

Conditions

The offered service contract will initially be commencing as agreed and end on 31 December 2021; however, the network is seeking continued service in this field. The estimated time for this service is 120 working days per year. Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. The successful applicant will operate remotely from his/her own place of work, liaising with the Board, Expert Team Leads and other IMPEL service providers as necessary. For more information on the position, please contact: IMPEL Board Member Simonne Rufener (Simonne.Rufener@impel.eu).



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Service specification

Project Management

To apply, please send your Curriculum Vitae and a short letter of motivation explaining your suitability for the role by email to Marco.Falconi@impel.eu until 22.10. 2020.

Shortlisted applicants will be informed by the 23rd of October 2020. Teleconference interviews with those shortlisted will be conducted in the week commencing 26th of October 2020.

Responsibilities

As IMPEL's service provider on project management you oversee and steer the activities of IMPEL projects, including day-to-day operational and tactical aspects, in close cooperation with IMPEL project leads. The service provider will establish project management solutions that ensure the efficiency and effectiveness of the processes related to curriculum planning, technical review, and course delivery methods.

The service provider will elaborate yearly or multi annual programmes for IMPEL projects to be carry out in collaboration with the project leads and Expert Teams responsible, and submit it to IMPEL Board and IMPEL General Assembly for final approval. Another part of the required service is overseeing how the related IMPEL projects are carried out, comply with their project plans and deliver the expected outcomes and benefits for the practitioners of IMPEL member organizations.

As the service provider you will pursue IMPEL strategies and long-term vision and ensure that the project is correctly defined and established, is managed according to budget, time, and quality, to the satisfaction of the IMPEL Board.

Your specific tasks include:

- 1) Project and activities Budget Oversight – Working closely with the IMPEL Expert Team Leads, Project Leads, Financial Manager and the Board, develop budget plans for the IMPEL Programme of projects and IMPEL's project Grant requests.
- 2) Development of inclusive and detailed project plans – set up yearly Programmes of IMPEL projects and activities with clear structure, objectives and foreseen benefits and ensuring change control. Make a risk assessment and management plan, report regularly to Financial Officer and to the Board about its implementation. Programmes will follow IMPEL member organisation practitioner's needs and their demands for specific knowledge and exchange of best practices in implementation of EU regulation.
- 3) Cost Control – Track, monitor and project/forecast spend across the network's programmes in communication with Financial Manager, Chair, Vice-Chair and Project executives.
- 4) Monitoring and Reporting of progress – Produce timely and accurate reports for high-level managers for effective decision making, coordinating with and contribute to Grant reporting for budgetary units in the European Commission and the Board, resolving issues and initiating corrective actions as appropriate.

- 5) Responsiveness/effective delivery (appropriate level of quality, on time, within budget and aligning with contractual requirements).
- 6) Manage requests for information from various members of the network promptly and accurately.
- 7) Manage the specific aspects related to process, procurement, data, or security that are essential for the program/project to be a success.
- 8) Managing communications with key stakeholders as well as providing regular reports on status for widespread dissemination.
- 9) Record Management – ensure that all files and documents related to the projects and the reporting of projects are stored in an accurate and orderly manner.

Requirements & Skills

- 1) Master Degree or Bachelor with qualifying experiences
- 2) Certificate and/or further education in project management (e.g. agile)
- 3) Experience of managing and delivering international projects – understanding deliverables, risks and budget control. Experience in project management including the ability to develop frameworks for reporting, financial control, time recording, etc.
- 4) Experience of structured project management methodologies
- 5) Building effective working relationships with a diverse range of people
- 6) Budgetary and financial management experience
- 7) Excellent and demonstrable communication skills, including very good level of English, written and oral (at least European Passport level C1)
- 8) Ability to operate effectively, both independently and as a part of a team of service providers and IMPEL members, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard
- 9) Excellent organisational skills & high attention to detail
- 10) Experienced user of project management tools and other usual main software tools (Outlook, Word, Excel, PowerPoint, MS Project or comparable, etc.)

Desirable

- 1) Written and spoken knowledge of additional EU official language(s)
- 2) Experience of working internationally.
- 3) Interest in environmental protection