

Project Manager

Essential skills

- **Communication:** Excellent communication skills across a range of channels and audiences - must be able to discuss complex issues in a plain and concise manner.
- **Facilitation and Elicitation Skills:** Must have facilitation techniques to manage stakeholders at all levels in meetings/workshops and to accurately record agreed outcomes and ensure follow-up activity is tracked and completed
- **Documentation:** the ability to clearly articulate technical and non-technical solutions and designs to a variety of audiences
- **Self-Management:** A structured and self-disciplined approach to work; effective at managing own time with good planning skills.
- **Interpersonal / Relationship Skills:** - Must have good interpersonal skill and the ability to listen, question and interpret stakeholder requirements and build on-going relationships.
- **PM Tools and Techniques:** Familiarity with a range of programme/project management methodologies and the ability to adapt your approach, based on the level of project management experience of the organisation or team. Desirable to have experience of PM management tools such e.g., MSP, must have experience of MS Applications

The role

As a Project Manager you will work with IT and the business to understand and support the delivery of their strategic outcomes. The scope of the role spans people, process and technology, and work might be undertaken as part of scoping a new project or as part of delivering an already defined project.

You will be primarily responsible for delivering projects to timescale, quality and budget and you will be given a level of freedom to do so. The role will give you the opportunity to make a real difference and delivering real tangible benefits to our customers.

You will need to understand the current situation, identify future needs, and create solutions to help meet those needs, usually (but not always) in relation to information and software systems.

You will also play a key role in communicating between internal teams and external parties, acting as a 'translator' where necessary to convey how information technology can support the client needs.

You will have experience across change life cycle and be familiar with different IT/change delivery approaches and instinctively know which to use, or how to blend them for optimum business benefits or value.

What your responsibilities will be

- Act as an advocate to ensure the control and governance of delivery.
- Support the business in developing scoping/shaping ideas, business cases and ensuring solution feasibility.
- Managing large scale projects or a multitude of smaller projects from initiation to completion, using best practice PM tools and techniques – Project Planning, Risk/Issue Management and Reporting.
- Coordinate internal resources and third parties/vendors to ensure smooth execution of projects.
- Building and managing relationships with our customers and their organizations. Managing their expectations within all levels of their business.
- Contribute to the review and continuous improvement of the business's approach to project management.

Qualifications and Experience

- Experience as a hands-on PM on IT and Change programmes throughout the full project delivery lifecycle.
- Experience of strong client and stakeholder management
- Experience in Waterfall, Iterative and Agile frameworks
- Prince 2/APMP or equivalent accreditation