**JOB DESCRIPTION**

**Job Title:** **Project Manager**

**Location: Midlands based**

**Reports To: Senior Project Manager**

**Salary: £50k to £60k**

**Contract Term: FTE**

**Travel Required:** National travel required in line with Project requirements

**MAIN PURPOSE OF ROLE**

You will be a key member of the Programme and Project Management team within Compass, specialising in Project Management and implementation of business change projects.

You will ensure the predictable, consistent and successful delivery of projects to time, quality and cost metrics. Your key responsibilities will be to initiate, plan, mobilise and deliver process, application and technology change. You will plan, coordinate and monitor your projects as directed by your line manager but you will be self-directed, proactive, and innovative in the management of your own workload and the identification of risk.

You will work closely with our PMO, to track, document and report the progress of your projects and will need excellent presentation and report writing skills. You will maintain the project documentation to a high standard. Working in partnership with colleagues across the business you will manage and support your stakeholders and need strong communication skills.

**KEY ACTIVITIES**

* Plan, coordinate and manage your projects to a successful delivery and satisfaction of your stakeholders.
* Be responsible for the governance, reporting and identification of risks associated with projects and work with the wider Technology team to ensure the overall success and satisfaction of our technology services.
* Be responsible for the successful delivery of any projects assigned to you.
* Manage delivery teams consisting of Business Analysts, Data Analysts, Testers, Trainers and any 3rd Parties and any other resource required to deliver a successful outcome.
* Be responsible for delivery according to agreed timescale and budget.
* Be hands-on to complete project deliverables as required.
* Ensuring risks and issues are logged and addressed throughout the project lifecycle
* Establish and deliver the change and communications plan ensuring colleagues are kept up to date and aware in advance of changes being delivered.

**DETAILS OF THE ROLE**

**Deliver successful projects**

• Define the scope of the project and ensure the business case is clear and deliverable

• Ensure project objectives and success criteria are defined upfront

* Plan and manage the delivery of projects to a timeline with milestones

• Identifying and communicating project dependencies

• Initiate and maintain project plans ensuring all details are accurate and up to date

• Put in place mechanisms for managing expectations and ensure control of projects

• Construct, maintain and report on Budgets

• Maintain all project documentation

• Manage the performance of your project resources and team

• Adapt approach and style to deliver business change projects aligned with stakeholder management

**Manage stakeholders**

• Proactively communicate the project’s progress on an on-going basis, ensuring transparency throughout project lifecycle.

• Working with the Business Change and Communications Manager ensure stakeholder maps are identified, completed and maintained throughout the project lifecycle.

* Provide leadership and key stakeholders with the information to make effective, timely decisions

• Work closely with your programme and IT colleagues to deliver a sustainable outcome

* Working with the Business Change and Communications Manager draft and enact the project communications plan

**Governance**

• Work within the outlined PPM framework and common ways of working

• Ensure Governance is managed across all projects

• Managing the frequency and organising stakeholder communications

• Define roles and responsibilities for each project

• Organising team meetings, project briefings and process updates

• Documenting meeting minutes and ensure follow on actions are executed

• Build, maintain and manage RAID’s logs (Risk, assumptions, Issues and Dependencies)

**Interface with stakeholders, leaders, project and technology team.**

• Work closely with all Stakeholders at the conception stage to identify opportunities, risks and issues

• Engage with the service provider managers to ensure projects are performed to standard by our service providers

• Ensure projects are impact assessed and approved by operations

• Liaise with the operations team and wider business functions in the delivery of each project

• Contribute to the overall risk management process and identify risks specific to projects

**Reporting**

• Using the standard PMO template documentation produce a weekly PSR (Project Status Report)

* Maintain the project plan status and headline plan on a weekly basis
* Report on project RAG status escalating actions and issues as necessary

**EDUCATION & EXPERIENCE**

* 5+ years of experience in Project Management
* Must have a good standard of education to at least degree level, and good Maths and English skills OR demonstrate equivalent skills and ability
* Fluent in the use of project management tools such as MS Project, Monday.com
* Industry recognised Project Management qualification is essential (e.g., PRINCE2, PMP, APM)
* Office 365 and MS Project experience
* Project Management experience, with a proven track record of delivering projects preferably within a multi-project programme
* Knowledge of and demonstrated experience in project management processes and methodologies, including the project lifecycle
* Strong technical aptitude and computer proficiency
* Able to demonstrate basic understanding of the deployed technologies across the enterprise and of multiple system platforms
* Demonstrable strong written, presentation, communication and negotiation skills and can articulate complex solutions
* Experience in driving projects within an organization

**MEASURES OF SUCCESS**

* Accurate project management, reporting and adherence to PMO standards
* Time, cost, quality measures of projects
* Business stakeholder feedback
* Effective governance and reporting
* Customer satisfaction survey results
* Positive contribution to resolving team issues and aid other team members as required

**LEADERSHIP**

* Lead with pace, purpose and professionalism
* Demonstrate the company REACH values are at the centre of all you do
* Undertake training and development deemed necessary for the pursuance of the post
* Comply with all company policies & procedures
* Attention to detail, ability to follow instructions and take ownership of workload.

**ORGANISATIONAL**

* Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
* To fulfil Health & Safety responsibilities.
* To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* Undertake training and development deemed necessary for the pursuance of the post
* Comply with key company policies including;
  + Equal Opportunities Policy and Procedure in all employment practices
  + No smoking policy
  + IT Acceptable usage, Information Security and Data Protection policies
* Travel to Compass Community offices and locations may be required as part of the role
* The nature of the business means that tasks and responsibilities are sometimes unpredictable. Employees are therefore expected to work flexibly when the occasion arises where tasks, which are not specifically covered in the job description, need to be undertaken.