

Specification for the role of: **Project Manager**

Business area: **PMA**

Location: **Warrington, Preston and West Cumbria –**

(Candidates must be prepared to travel to sites across the North West of England and also customer sites across the UK)

Reports to: **Senior Project Manager**

Grade: **3B Lower**



Essential	Desirable
Education and qualifications	
IOSH Managing Safely	
APM PMQ	
APM Level 1 and 2 Risk Management	
CDM awareness	
Experience	
Planning and controlling finances of programmes and or portfolios as a means of driving performance and as part of the organisation's overall financial management	Contract Management (NEC)
Preparing and maintaining an overall schedule for resource use, which avoids bottlenecks and conflicting demands, and sequencing outcomes, to enable the efficient realisation of benefits	MSP/P6
Gathering independent evidence that the information from projects is valid and that projects are likely to achieve their aims	Risk Management tools
Developing, maintaining and applying quality management processes for project activities and outputs	
Consolidating and documenting the fundamental components of projects (scope, schedule, resource requirements, budgets, risks, opportunities and issues, and quality requirements)	
Identifying and monitoring portfolio, programme and project risks (threats and opportunities), planning and implementing responses to them and responding to other issues that affect projects	
Developing, maintaining and applying quality management processes for project activities and outputs	
Managing reviews at appropriate points during and after projects, which will inform governance of projects by providing evaluations of progress, methodologies and continuing relevance	
Implementing where necessary, protocols to change the scope of projects, updating configuration documents as required	
Knowledge and skills	
Freedom of action to make independent decisions but within well established and clearly defined policies and procedures with regular reference upwards	
Within the relevant project responsibilities / written approvals take decisions in pursuit of ensuring overall business plan objectives are delivered	
Within the constraints of approved project funding, delegated financial powers make the routine monthly decisions on project priorities, internal resource deployment, and external contract commitments	

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Essential	Desirable
Personal attributes	
Willingness to learn and be curious	Excellent personal resilience
Able to work as part of a team	Ability to think outside the norm to problem solve
Security clearance requirements	
Ability to achieve SC	