

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: **4A**



Essential	Desirable
Education and Qualifications	
IOSH Managing Safely	
APM PMQ	
APM Level 1 and 2 Risk Management	
CDM awareness	
Experience	
Experience of development and management of teams, identifying, addressing and resolving differences between individuals and/or interest groups	Contract Management (NEC)
Consolidating and documenting the fundamental components of projects (scope, schedule, resource requirements, budgets, risks, opportunities and issues, and quality requirements)	MSP/P6
Supporting the preparation, approval, refining and updating of business cases that justify the initiation and/or continuation of projects in terms of benefits, costs and risks	Risk management tools
Preparing and maintaining project requirements and determining the best means of satisfying requirements within the context of project objectives and constraints i.e. developing solutions	
Securing the provision of resources needed for projects from internal and/or external providers	
Developing, implementing and updating resources allocations plans	
Developing and agreeing budgets for projects and controlling forecast and actual costs against them	
Supporting the preparation and maintaining schedules for project activities and events, taking account of dependencies and resource requirements	
Identifying and monitoring project risks (threats and opportunities), planning and implementing responses to them and responding to other issues that affect projects	
Maintaining and applying quality management processes for project activities and outputs	
Implementing, where necessary, protocols to change the scope of projects and updating configuration documents as required	

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Essential	Desirable
Knowledge and skills	
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	
Take all decisions pertaining to changes in scope, cost, and delivery timings are made and effectively communicated within and outside the project	
With full team consultation take all decisions pertaining to changes in the project risk register and ensure they are effectively communicated within and outside the project	
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	