

Job Specification

Business Unit	Public Sector
Job Title	Project Manager
Permanent/Contract	Permanent
Location (On/Off Client Site/Offshore)	Inchinnan or Edinburgh
Start Date	ASAP
Salary/ Contract Rate	Competitive salary plus benefits
Job Description Summary (experience, education, skills, environment)	<p>We are looking to recruit an outstanding Project Manager to help deliver a wide range of projects.</p> <p>This is a tremendous opportunity for the right candidate to join a growing specialist technology consulting team with an excellent reputation and take an active role in its forward development.</p> <p>The successful candidate must demonstrate an excellent track record in the successful delivery of software and consultancy to significant blue chip organisations. This experience coupled with your excellent project management skills will enable you to:</p> <ul style="list-style-type: none">• Understand customers requirements and translate them into achievable delivery schedules;• Develop project plans that ensure that deliveries meet high quality targets;• Manage customers expectations and variations from the agreed plan;• Manage the allocation of resources to achieve successful project delivery within agreed budgets;• Manage multiple simultaneous projects, both fixed price and time and materials, ranging in value from £10,000 to £1,000,000;• Ensure accurate project tracking of progress on deliverables and resource usage;• Provide project reporting to ensure customers and the project team understand the project progress and issues;• Manage project financials and invoicing;• Support the financial targets of the business through project delivery;

Technical skills

You will possess experience and understanding of the following:

Skills
(Essentials/Desirables)

Essentials

Desirables

- Project management methodology supported by a formal qualification;
 - Prince2 registered or an understanding of Prince2 principles;
 - Experience / awareness of Risk and Issue management
 - MS Word and MS Excel;
 - MS Project.
- Knowledge of the public sector;
 - Knowledge of software development techniques;
 - Experience of Business Analysis;
 - Experience of Service Delivery Management.

Skills (continued)
(Essentials/Desirables)

Non technical skills

Excellent communication skills (both oral and written) – experience of presenting at senior level;

Excellent planning and organisational skills (can plan and meet own timescales);

First-class customer facing skills;

Highly motivated and demonstrates initiative;

Ability to motivate others.

Experience
(Industry/Hardware/Software)

Candidates will have a level of experience in providing project management services to blue chip organisations and proven project delivery experience commensurate with the role. This will typically be gained from approximately 3 or more years experience.

Qualifications

Degree qualified

Miscellaneous

A full, clean driving licence is essential.

Candidates must be willing to travel and work away from home when required.