

Job Specification

Job No	ENPM001
Sector	Energy
Job Title	Project Manager
Grade	Consultant/Senior Consultant
Reporting To	Senior Consultant
Permanent/Contract	Permanent
Location (On/Off Client Site/Offshore)	The role will be mainly office based but may involve working short and/or long-term on client sites in the UK (when office based, this will be at our offices in Inchinnan).
Length of Contract	
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.

**Skills
(Essentials/Desirables)**

Essentials

Desirables

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| <ul style="list-style-type: none"> • Project management methodology supported by a formal qualification; • Prince2 registered or an understanding of Prince2 principles; • MS Word and MS Excel; • MS Project. | <ul style="list-style-type: none"> • Knowledge of the Oil, Gas, Electricity or Telecoms sectors; • Knowledge of software development techniques. |
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**Skills (continued)
(Essentials/Desirables)**

Non technical skills

Excellent communication skills – 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.