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| **Job Title:** | Project Manager | **Contract/Dept:** | PDS |
| **Reports To:**  **(Job Title)** |  | Reports: |  |
| **Location:** |  | **Post Holder:** |  |
| Created By: |  | **Date Created:** |  |
| Owner: |  | **Line Manager:** |  |

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| Inciper values:  We believe in working with our clients, not for them. By working in a more personal way, we can support organisations across an entire programme lifecycle, securing buy-in from the right stakeholders and responding to developments as they happen. Inciper has a proven record of delivering strategy development, delivery frameworks and operational support that drives business value – on time and within budget.  Inciper work differently because we think differently. Since launching, Inciper has had one vision – to be the go-to consultancy for organisations looking to benefit from improved ways of working powered by Microsoft technology.  This vision feeds into everything we do and is instrumental to the flexible, agile, outcome-focused approach we adopt in all our projects. In other words, if what we are doing does not deliver a direct value for our clients, we question why we are doing it.  There is no reason for business leaders to have to wait months and sometimes years to see any value from their Microsoft Business Application investments. Our approach enables clients to see progress from day one and realise ROI quicker. |

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| **Job Purpose:** |
| The Project Manager (PM) is responsible for ensuring that the end-to-end large project runs on time and to budget. Senior project managers will run large projects with multiple delivery elements, or multiple smaller projects simultaneously. They organise the project team to make sure that they are best able to deliver the client’s requirements. They are also the main point of contact for the client team throughout the project, helping to resolve blockers and assign the right priority to requests coming in to and out from the project team.  The PM is accountable to the Project director or Programme manager and to the client for the delivery of the project or projects. They are responsible for ensuring that regular reporting is accurate, and that risks and issues are written up in the RAID log as soon as they arise and then tracked through their lifetime.  The Senior PM is partially an advisory role and will be expected to work with the client to ensure that they are following project best practice. They will look at the project benefits and help create structures and teams within the client organisation to reach these objectives.  The role-holder is expected to work to build strong relationships with the client team, and the ability to do so is a critical success factor. An aptitude and willingness to work creatively in a fast-paced and delivery focused environment is essential.  Inciper run an adapted Agile project methodology and it is expected that the PM keeps working within this methodology for the delivery of projects.  This role reports into the Project Delivery organisation for mentoring, overall direction and performance management but will principally work with project directors or programme managers on specific projects, as well as clients and other colleagues within the delivery team. |

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| **Key Tasks:** |
| * Running the large project on time and to budget * Reporting progress and variance to project or programme director and client * Responsible for selection and onboarding of senior staff to project * Building and maintaining a highly performing project team * Task management of project personnel, through delivery leads or other project managers. * Reviewing budget and time tracking spreadsheet * Working with client on project progress and blockers * Senior level stakeholder management across the delivery * Keeping to the Inciper methodology * Other activities to support Project/Programme delivery, as appropriate. |

## **Person Specification**

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| **Job Title:**  (& Grade) | Project Manager | **Department:** | PDS |

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|  | **Essential** | **Desirable** |
| **Education** |  |  |
| **Skills & Knowledge** | * 5 years of practical experience in Project Management * Expertise in the Microsoft Office Suite, particularly Excel * Expertise in common project management tools, e.g. Microsoft Project, VSTS |  |
| **Experience** | * Excellent organisational skills * Ability to work proactively and without supervision * Effective communication skills across a range of levels * Dedicated team player |  |

*Please Note:*

*All details are provided for guidance only; they do not necessarily limit the responsibilities and accountabilities of the job. Full details of employment terms are provided within offers of employment, and appropriate policies within the Company.*