Job description

# Project Manager

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| **Overview** | The Project Manager role in AlphaPlus will have a line report to the Head of the PMO and will provide project management activities to ensure that projects are implemented to time, budget and quality, supporting a range of projects over their lifecycle. They will have functional reporting to project director(s) responsible for the major projects in AlphaPlus. The role will be full-time, providing our customers with a consistent point of contact through normal office hours, and will normally be based in our Manchester office. |
| **Key purpose of the job** | * To ensure that the project plan agreed with the customer is implemented to time, budget and quality * Where issues arise, to work with the project director to develop and implement contingency plans * To ensure that all employees and subcontractors engaged on a project have clear objectives and are working to agreed time, cost and quality constraints * To support varying sized projects over their lifecycle from planning to post-delivery evaluation * To ensure the project deliverables and related data management/data security deliverables are fulfilled * To support the production of bids for upcoming projects. |
| **Typical project responsibilities** | * To provide a consistent point of contact for:   + the direct customer   + the end customer   + the wider project team. * To create/maintain/update project documentation:   + project plan   + progress reports   + performance metrics   + finance measures. * To provide support to project implementation such as:   + managing survey returns   + organising focus group events   + collating author / editor materials and comments   + providing first line editorial and quality assurance review of submitted work. |
| **Typical Outputs** | * Project specific outputs as defined in the project documentation * Monthly project progress reports for the project director and AlphaPlu*s* board * Monthly project finance report * Instructions for invoices to be raised and paid * Updates to the Head of the PMO as required. |
| **Key relationships** | |
| **Internal** | * Line management – Head of the PMO * Project directors – Functional reporting * Project teams – communications flow * AlphaPlus associates – task management of their input. |
| **External** | * Direct customer – provide consistent point of contact, agreed reporting and participation in project management meetings / calls * End customer (where appropriate/applicable) – participation in project management meetings / calls. |
| **Resources for which the job holder is accountable** | |
| **People** | * Manage contribution of associates and subcontractors. |
| **Assets** | * No asset management responsibility. |
| **Budgets** | * Management of work package budgets within scope agreed with Project Director. |
| **Person specification** | |
| **Personal attributes** | **Essential:**   * High level of attention to detail and accuracy * Proven ability to collect and analyse information, solve problems and make decisions * Ability to work well in a high-pressure environment * Recognition of the importance of excellent customer service * Ability to act as an ambassador for AlphaPlus in all dealings with external customers and contractors * Ability to work with a diverse and geographically distributed set of employees * A high standard of presentation and communication skills to operate effectively with customers and staff * Good organisation / personal work management to be able to operate in a multi-project environment * Initiative – must have ability to work for extended periods without direct support and supervision * Commitment to learning and investment in own professional development.   **Desirable:**   * Negotiation skills * Analytical skills and ability to present a concise management summary of complex data * Particular interest in the education sector and recognition of the value of investment in education |
| **Qualifications and professional/ technical competencies** | **Essential**:   * GCSEs or equivalent in maths and English * Good set of A levels or equivalent * Good honours degree or equivalent * Reasonable fluency with MS Office applications * Aptitude for adapting to new software and digital services * Good standard of numeracy and literacy * Ability to provide first line editorial checks of project materials.   **Desirable:**   * Project management skills   + PGCE   + Reasonable fluency with MS Project |
| **Relevant experience** | **Essential**:   * Demonstrable track record of project management * At least 3 years’ experience in one or more of the following sectors/fields: * Education * Training * Assessment   **Desirable:**   * Experience in one or more of the following sectors/fields: * Quality Assurance Framework * ICT |