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.
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| **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.
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| **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.
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| **Key relationships** |
| **Internal** | * Line management – Head of the PMO
* Project directors – Functional reporting
* Project teams – communications flow
* AlphaPlus associates – task management of their input.
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| **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.
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| **Resources for which the job holder is accountable** |
| **People** | * Manage contribution of associates and subcontractors.
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| **Assets** | * No asset management responsibility.
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| **Budgets** | * Management of work package budgets within scope agreed with Project Director.
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| **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
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| **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
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| **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
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