



JOB PROFILE

Job Title: Project Manager

A. Job Purpose

Reporting to the Lead Project Manager within the Change & Transformation team, the Project Manager will be responsible for delivering a diverse range of end to end business change & transformation projects to time, cost and quality across the organisation.

The Project Manager will operate within PMO governance to lead virtual project teams comprising of internal subject matter experts, vendors and third parties, partnering with the assigned Business Analyst.

They will work closely with the project Sponsor to help maximise business benefit, achieve the desired business outcomes, whilst minimising disruption to business as usual activities.

Key Accountabilities

- Ensure that all assigned projects are delivered to time, cost and quality
- Establish and maintain relationships with third parties / vendors
- Coordinate internal resources and third parties / vendors, ensuring resource availability and allocation
- Develop project scope and objectives, involving all relevant stakeholders and ensuring technical / commercial feasibility
- Develop schedules to track progress
- Manage Change Control
- Monitor project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the Sponsor and all stakeholders
- Risk & issue management to minimise project risks
- Create and maintain project documentation

Skills/Knowledge/Experience

- Proven project management experience
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office and relevant project management tools
- Experience of IT applications and infrastructure is useful, but not essential
- Recognised project management qualification is desirable, but not essential

If you wish to apply, please send your CV to paul.corken@pfpenergy.co.uk

Salary: Dependant on experience

Closing Date: 01/02/2019