

Job Title:	Project Manager
Reporting To:	Head of Project Management
Date:	July 2020

Brief Overview of Role:	Currently recruiting for a Project Manager based out of our Shrivenham site, with travel to customer sites and other Prolinx locations as required The role reports to the Head of Project Management
--------------------------------	--

Duties:	<p>Routine duties include but are not limited to:-</p> <ul style="list-style-type: none"> • Planning and delivering projects to time and within budget • Managing projects according to the Prolinx Project Management Procedure guidelines, including preparation, completion and updating of all relevant documentation such as PIDs and work packages as detailed by PMO • Liaising with clients, customers, senior management and internal colleagues in a professional manner at all times • Managing resources (including physical items, internal and 3rd party personnel) to deliver work packages • Communicating project expectations effectively to team members and stakeholders • Ensuring that all data is stored and processed according to the appropriate security classification and to company GDPR policies • Escalating risks and issues that may adversely affect project delivery to line management • Creating and updating project plans using the company-wide PPM tool • Managing strict Change Control procedures throughout the life of the project • Producing regular reports for both internal and external customers • Working with other departments within Prolinx to ensure a smooth, controlled transition of projects into service
----------------	--

Key Skills:	<ul style="list-style-type: none"> • Minimum 5 years proven IT Project Management experience (preferably using PRINCE2) • Excellent oral and written communication and presentation skills • Capable of communicating with Customers at all levels through face to face meetings, telephone and email communications • The ability to effectively delegate tasks to other project staff and management • Strong relationship-building and interpersonal skills • Proficient in the use of MS Office (Word, Excel and PowerPoint) and Gantt charts • Working knowledge of the principles and frameworks of Service Management and ITIL • Knowledge of ISO 9001, 20000 and 27001
--------------------	--

Essential Qualifications:	<ul style="list-style-type: none"> • The ability to obtain and hold PRINCE2 Practitioner status • The ability to obtain and hold SC clearance
----------------------------------	---

Desirable Qualifications and Skills:	<ul style="list-style-type: none"> • PMP, CAPM or other recognised project management qualification • ITIL Foundation • Working knowledge of Government security classifications
---	---

Equal Opportunities

Prolinx does not discriminate on the basis of race, religion, colour, sex, age, disability or sexual orientation. All recruitment decisions are based solely on qualifications, skills, knowledge and experience and relevant business requirements.

The Job Holder will understand the regulatory, fair trading and competition rules relating to their work sufficiently to be able to comply with them, relying on their knowledge or on their ability to recognise that they will need specialist support.

The Job Holder will actively support at all times company policy and best practice in the area of security, with particular emphasis on the protection of sensitive customer information. This includes the Security requirements of our customers