

Job Title:	Project Manager
Reporting to:	Head of Management
Date:	26 th April 2021

Brief overview of the role:	<p>Currently recruiting for a Project Manager based out of our Shrivenham site, to manage multiple IT projects both within the company and with external customers.</p> <p>The role reports to the Head of Project Management and will require travel to customer sites and other Prolinx locations as required</p>
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 PM Procedure guidelines, including documentation such as PIDs, reports and work packages as detailed by PMO • Liaising with clients, management and colleagues in a professional manner at all times • Managing resources (including physical items, internal and 3rd parties) to deliver work packages • 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 • Working with other Prolinx teams to ensure a controlled transition of projects into service
Essential Skills and Experience:	<ul style="list-style-type: none"> • . The successful candidate will be able to demonstrate:- • Delivery of complex IT projects (ideally within a Managed Service Provider) • An understanding of PRINCE2 and Agile Project Management • Experience of deployments and/or migrations, and a working knowledge of hosted infrastructure and Cloud technology • Strong interpersonal skills, multi-tasking and confident communication • An understanding of Government security classifications would be advantageous, as would experience of working to ISO standards • The ability to obtain and hold PRINCE2 Practitioner status • The ability to obtain and hold SC clearance
Desirable Experience:	<ul style="list-style-type: none"> • PMP, CAPM or other recognised project management qualification • ITIL Foundation • Working knowledge of Government security classifications

Compliance with Company Policies, Procedures and Rules

A condition of Employment as an Employee shall be, at all times, to comply with all Policies, Procedures and Rules of the Company, which include, but are not limited to: the Prolinx Integrated Management System (IMS) Manual, Prolinx Information Security Management System (ISMS) Manual and includes all Policies, Procedures and Rules specified in the Company's Employee Handbook.

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