

## CPC463 and CPC464 - Project Manager – Part Time

Location	Milton Keynes or London
Reporting to	Project Management Team Lead
Working hours	3 days a week
Contract type/duration	Permanent
Equal Opportunities	We are an equal opportunities employer and commitment to this process will be expected.
Date written	August 2021
Closing date	1 <sup>st</sup> September 2021

### Purpose of the role

We're looking for two Project Managers to join our cross-organisational team on a part time basis (3 days a week). This is a hands-on project management role working in a fast-paced, widely multi-disciplinary environment.

In a typical week, you will be expected to manage competing priorities within the business, as resources are required to be moved across a variety of projects. You will need to report on project progress regularly and communicate with both clients and your project teams to ensure that the project stays on track. A key responsibility of the role will be to lead project teams and collaborate/influence high profile stakeholders and clients.

Significant experience in all elements of Project Management is expected and should include; project planning, financial control, risk management, resource management and project governance. Some form of professional accreditation is also expected such as PRINCE2, APM and/or AgilePM.

### Key Responsibilities

- Successfully lead and manage projects, either one or two large complex projects or a series of smaller projects, from initiation to completion to the level of quality required, delivering on time and to budget.

- Overall responsibility for your projects delivering their agreed requirements, realising their stated benefits and managing the expectations of your identified stakeholders.
- Scoping and planning your projects based on broad requirements, defining and effectively communicating the goals of the project, and resolving any technical and strategic issues as they occur.
- Prepare and maintain project documentation, including project initiation documentation, risk control documents, progress reports, project plans, change control, monthly reports, quality assurance and other documentation as required by individual projects.
- Quickly become an integral part of the Project Management team, sharing knowledge and expertise and supporting and enabling delivery of the whole project portfolio for CPC.
- Develop good relationships with key internal and external stakeholders, small and large business to local authorities and academia, in a fast-changing, dynamic and multi-disciplinary environment across CPC offices in both London and Milton Keynes.
- Work closely with the PM team, organisational team leads and with the rest of the business to ensure appropriate resources are available and allocated.
- Work closely with the PMO Team Lead to embed the project framework, processes and governance across the organisation.
- Ensure project outputs or artefacts are collected and are accessible for review and reuse in line with the Catapult's Knowledge Management approach.
- Help build exploitation plans for outputs and provide data for case studies of your projects.
- Work with business development to help scope and cost bids, bring your experience of similar projects to bear.
- May be required to undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations.

## Required skills and experience

### *Essentials;*

- Demonstrable experience of successfully managing projects, within the public and private sector, to their agreed objectives with strong professional standards
- Outcome and output focused.
- Able to produce and maintain project documentation from inception to closedown, reporting accurately and on time as required.
- Flexible and able to replan and prioritise as required.
- Excellent relationship development and communications skills.
- Quickly understand, interpret and integrate business requirements from a broad

range of stakeholder perspectives.

- Great conflict resolution and negotiation skills.
- Comfortable in an uncertain and changing environment.
- Articulate the expected impact of a project and understand how outputs can be exploited.
- Project management capabilities and competencies align with those of the APM Body of Knowledge and competency framework.
- Familiar with Waterfall, Agile and other project methods.
- Ensure that project outputs are retained and reused where possible.
- Excellent attention to detail whilst retaining the ability to see the 'bigger picture'.
- Able to juggle multiple projects and tasks within the constraints of timelines and budgets.
- Work and thrive in a fast-paced environment, learn rapidly and master diverse technologies and techniques quickly.
- Project Management Professional qualification; APM, Prince 2, MSP, ISEB etc.
- Excellent working knowledge of the MS Office suite.

*Desirable:*

- Working in or delivering innovation projects.
- Enabling a team to deliver a portfolio of projects by leveraging skills and experience.
- Experience of procuring third party services, including contributing to contract reviews and negotiations.
- Experience of managing technical scope and quality assurance.
- Awareness of delivering impact and in realising benefits.
- Experience of EU and/or Innovate UK funded projects and an understanding of EU funding frameworks such as; Horizon H2020.
- Experience in business/opportunity development.

To apply for this role please email us on [jobs@cp.catapult.org.uk](mailto:jobs@cp.catapult.org.uk) with your CV and covering letter attached quoting the ref: **CPC463 and CPC464**

*Please note: Due to the nature of this role we may close it earlier than advertised, if this role is of interest to you then we would encourage you to apply as soon as possible*