

## CPC461 - Senior Project Manager (FTC)

Location	Milton Keynes or London
Reporting to	Project Management Team Lead
Working hours	Full time
Contract type/duration	Fixed Term Contract until end of March 2022
Equal Opportunities	CPC is committed to ensuring it recognises equal opportunities
Date written	August 2021
Closing Date	29 <sup>th</sup> August 2021

### Purpose of the role

Senior Project Managers will manage a range of high-profile projects related to research and development in the Connected Places sectors. You will manage multiple projects at any given time, ensuring delivery of high-quality products in a variety of innovative areas.

In a typical week, you will be expected to manage competing priorities between yours and others' projects as timescales inevitably shift and resources are required to be moved between projects within the business. You will need to report on project progress, including financial tracking of projects, and communicate with both clients and your project teams to ensure that the project stays on track.

You will need to ensure project documentation is completed to the highest standard and shared with project teams and other stakeholders. You will work closely with clients and partners and take a long view of your projects, highlighting risks, changes and opportunities on the horizon.

Proven significant experience in the key elements of Project Management is expected and should include, project planning, financial control, risk management, resource management and project reporting. Some form of professional accreditation is also expected such as PRINCE2, APM or PMI.

### Key Responsibilities

- Plan and design our projects and proactively monitoring their progress, resolving issues and delivering high quality, timely projects.
- Managing your project's budget working in partnership with the Finance team, reforecasting and monitoring expenditure and costs against delivered and realised benefits as the project progresses.
- Facilitate resourcing of your projects, working with PMO to ensure suitable allocation of resources and skills.
- Ensure effective quality assurance and the overall integrity of the project.
- Ensure the delivery of high quality on time and to budget new products or services, in accordance with the project plan and project governance arrangements.

- Manage third party contributors and partners.
- Manage communications with all stakeholders, across different sectors and seniority levels.
- Manage and alleviate risks to your project' to ensure successful outcomes.
- Work with Delivery Directors to ensure delivery of your projects, and suitable resourcing.
- Initiate extra activities and interventions wherever gaps in the project are identified or issues arise.
- Report the progress of the project as required, and in line with our internal processes.
- Day to day management of complex technical projects day-to-day
- Build and maintain a high level of motivation and trust across the various teams.
- Be creative and dynamic in the ways in which the team are led and managed.

### Required skills and experience

- Significant demonstrable experience leading and managing multiple complex projects and project teams.
- Experience of leading projects in both the public and private sector.
- Highly developed stakeholder, client and consortia communication skills.
- Experience of leading complex R&D projects with funders such as IUK/H2020/EU.
- Ability to contribute to business development and successful bidding activities.
- Ability to thrive and proactively manage uncertainty and change.
- Demonstrable experience of both Agile and Waterfall approaches. Familiarity with standard project management methodologies and experience of their application.
- Experience of supporting or managing Collaborative R&D projects in a consortium.
- Experience of managing a range of high-profile stakeholders as all levels.
- Great team and interpersonal skills.

### Desirable:

- Experience of the transport and/or built environment sectors and of leading project activities in these sectors.
- The development of new processes to deliver projects management outputs.
- Experience in bidding for funded activities and in particular public funding bodies such as DfT and Innovate UK.
- Experience in the use of ERP systems such as SAP particularly for the reporting of project financial performance.
- Hold APMP and / or MSP level Project Management Accreditation.

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: CPC461