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| **JOB TITLE:** | Project Manager | **ROLE LEVEL:** |  |
| **DEPARTMENT:** | Operations | **REPORTS TO:** | Operations Director |
| **MANAGEMENT RESPONSIBILITY FOR:** | Projects  | **DATE OF JOB DESCRIPTION:** | January 2025 |

**About ITS**

We exist to ensure the UK has the best full fibre networks, to provide the best gigabit capable connectivity and broadband to UK businesses through our growing partner community. This enables opportunity, progress, exploration, creativity, innovation and commerce. Rapidly advancing technology means there’s never been a more exciting time; for you, for business, and for the future.

**Key Purpose of the Role**

You will be working as part of a team to deliver fibre networks across the UK including complex connections through the planning, executing and evaluating projects in line with pre-determined timelines and budgets. For externally client driven, the role will include agreeing with the client timelines, changes to the project and reporting requirements and delivering on those requirements at an agreed frequency/regularity.

**Key Accountabilities**

The key accountabilities and responsibilities include but are not limited to;

* Management of technical, business and resourcing projects
* Management of assigned resources as appropriate to the implementation of project related activities
* Prepare and maintain all project documentation such as initiation, delivery plans and budgets
* Develop and maintain project plans and reporting documentation as necessary to ensure timely communication and successful delivery of assigned projects
* Risk and issue identification and management
* Deployment planning, management and transition to live operation
* Ensure deliverables meet required quality standards
* Ensure adequate levels of documentation are produced as part of the technical solution
* Develop and maintain a communications plan and keep the business communities appraised of project plans and related implications.
* Ensure business benefits can be realised or that risks inhibiting realisation are highlighted
* Applying a strong commercial overview of project costs and revenues
* Ensure the ‘as-built’ documentation is properly completed
* Complete a ‘Project Close Down Report’ to include the learning.
* Act in accordance with our values and behaviours
* Take active responsibility for your own career development and performance
* Ensure your conduct is within our policies, including but not limited to the Company Handbook and Polices.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned from time to time by their manager or a senior leader.

**About you**

* Significant experience as a project manager with minimum of 2 years managing technical projects
* Prince 2 Foundation
* Experience within the telecoms industry
* Knowledge of Microsoft Project Professional or similar project management tools

Skills/Abilities & Relevant Competencies

* Must be innovative, flexible and adaptable in order to operate effectively within a fast-paced environment with a number of key programmes running simultaneously
* Adopts a holistic view of the organisation to ensure programme delivery is managed effectively across all workstreams end to end
* Ability to solve problems and communicate decisions in a creative but measured way
* Ability to ensure project delivery aligns to key strategic and operational objectives
* Ability to develop and produce project progress reporting ensuring that it is timely, informative and effective
* Ability to maintain a balance across all key elements of a project including financial, quality and people and customer expectations
* Excellent organisational and leadership skills including leading by example to ensure that the correct values and behaviours are embedded in the business
* Outstanding communication and interpersonal abilities