JOB DESCRIPTION
PROJECT MANAGER

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Version 1.1

**Job Description**

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| **Title:** | Project Manager |
| **Reports to**: | Technical Manager |
| **Escalation:** | Managing Director |

PURPOSE OF JOB ROLE:

You will take full ownership and delivery of new projects to a successful conclusion. You will be required to attend project meetings to understand the customers’ requirements, clearly communicate the solution Micron proposes and agree the time frame and finalise the content of the project.

Working closely with the Technical Manager, providing regular updates on projects to ensure resources and budgets are achieved.

KEY ACCOUNTABILITIES

Below is a list of key activities associated with the role. The list is non exhaustive, and the employee will from time to time be asked to fulfil other duties as directed by the Directors.

Project Management

* End to end project ownership, managing all elements of a new project that Micron are providing (WiFi, IT, telecoms, line and connectivity, complete project management) to a successful conclusion
* Attend project meetings for active projects and complete/delegate required follow up actions
* Work with all involved third parties to make sure our responsibilities are clear to them, and we plan for all their requirements that are our obligation to fulfil
* Understand project timelines to allow us to co-ordinate site visits for various elements of major projects making sure we meet scheduled deadlines
* Assist in general small and medium opportunities to make sure we’re scheduling the required resources for allocated time and other required elements have been organised
* Making sure the information on large projects is gathered from on-site visits, 3rd parties, client, contractors to enable you to predict potential issues (and resolve/work around) Communicate project progress/issues back to Projects team
* Plan site visits working within budgeted allowances and if more is required follow appropriate channels to secure more resources
* Be a single point of contact between customer and Micron once project handed over from sales (Large opportunities)
* Ensure Micron’s standards are upheld for installs, tools to be created to help with this being installation check lists and quality assurance audit documents
* Making sure Engineers are updating the documentation as required (ECID and QA)
* Responsible for maintaining correspondence with all parties involved in the delivery of a project

QUALIFICATIONS & EXPERIENCE

* Proven track record in a similar role within project management, ideally in the technology sector
* PRINCE2 certification (desirable)
* Valid driving licence as this role requires you to travel to sites / meetings

SKILLS & BEHAVIOURS

* Understanding of Project restraints and contractual requirements
* Excellent organisational skills and an ability to work to multiple deadlines
* Effective time management
* Self-motivated
* Superb communication, both written and verbal
* Ability to work independently and to take responsibility
* Strong listening and interpersonal skills
* Ability to work with a range of internal and external people
* Will always be accountable and transparent
* Supportive and helpful team member
* Flexible with a ‘can-do’ attitude

TRAINING

We will support individuals to maintain their technical knowledge required for them to fulfil the requirements of their role, this will be a combination of internal training, suppliers training and the scope to include professional training courses subject to approval / budget.

Training needs will be identified through 1 to 1’s, annual reviews and development plans, this is not limited to technical knowledge it may include; customer service, soft skills and managerial training, these will be discussed and agreed with the Directors and HR.

I have read and understand all the contents of this job description. This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they currently exist but is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. Therefore, you may be required from time to time to carry out tasks requested by the Management/Directors.

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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