

JOB DESCRIPTION

Title	PROJECT MANAGER
Reporting To	Head of Customer Service and Support
Overall Description	<ul style="list-style-type: none"> • Position within the Service team where the primary role is the effective management of projects involving the delivery and install of parking systems and/or transport systems • Secondary role is the effective management of internal projects (as and when required) • Will include site visits as and when required
Main Duties	<ul style="list-style-type: none"> • Responsible for definition, planning, coordination and implementation of parking system and transport projects • Responsible for resourcing, planning, estimating, costing, process and budget management of said projects • Responsible for liaison with, coordination and monitoring of sub-contractors • Ownership of said projects from pre-sales discussions with customer until the project has been signed-off • Setting and prioritising projects and tasks for the members of the project team, providing assistance in decision making when difficulties arise • Ability to identify and manage risk within projects • Ensure projects are within scope and delivered on time, escalating to senior management where necessary • Communicate project updates and deliverables to all stakeholders throughout the project life cycle, setting meetings and agendas where necessary • Attendance and support at relevant customer and supplier meetings if so required • Where necessary, to provide reasonable support to other departments within the company
Person Spec	<ul style="list-style-type: none"> • Technical background with proven experience of project management in a product. • PRINCE2 or equivalent qualification • Experience of managing internal and external teams on-site • Experience of JIRA and Confluence or equivalent applications would be an advantage • Ability to adapt in an agile development team • Ability to produce high quality documentation and communicate effectively

	<ul style="list-style-type: none"> • Ability and willingness to adapt and learn new technologies • Motivated and flexible individual who is able to work with minimum supervision, to tight schedules and be capable of making key considered decisions under pressure • Progress change to improve efficiency • Understand the importance of staff development and teamwork • Able to handle the day to day staff issues when managing teams • Communicate well with all levels of staff and customer • Good understanding of business and commercial issues within a market driven organization • Flexible working hours, including working away as required
Health & Safety Statement	<ul style="list-style-type: none"> • Under the health & Safety at work Act, each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health & safety matters should be raised in the first instance with your supervisor, your manager or a member of Human Resources Department.
Equal Opportunities Statement	<ul style="list-style-type: none"> • Metric is an Equal Opportunities Employer and will promote regardless of sex, sexual orientation, marital status, disability, religion, beliefs, colour, race, nationality, gender reassignment, ethnic or national origin. • Our aim is to ensure that no job application or employee received less favourable treatment or is disadvantaged by employment conditions or requirements which cannot be shown to be justifiable.

Employees Signature..... Date.....