



## JOB DESCRIPTION

Title	<b>Project Manager</b>
Reporting To	Head of Commercial
Overall Description	<ul style="list-style-type: none"><li>• Early project initiation to help define the basis of the project for management and assessment of its overall success</li><li>• To liaise with internal teams/stakeholders (e.g., R&amp;D, Operations) regarding project scope and specification requirements, as per business requirements</li><li>• Effective management of all internal key projects involving new products &amp; new developments (hardware &amp; software solutions)</li></ul>
Main Duties	<ul style="list-style-type: none"><li>• Responsible for definition, planning, coordination, and implementation of all internal key projects</li><li>• Responsible for resourcing, planning, estimating, costing, process, and budget management of said projects</li><li>• Responsible for creating project documents such as PIDs, Project Dashboard/Plans and Budget/Cost Reconciliation</li><li>• Responsible for liaison with, coordination and monitoring of any stakeholder both internally and externally engaged in the delivery of key projects</li><li>• Ownership of said projects from project initiation discussions with stakeholders until the project has been delivered and signed-off</li><li>• Setting and prioritising projects and tasks for the project team, providing assistance in decision making when difficulties arise</li><li>• Risk Management identify, analyse and mitigate risk within projects</li><li>• Ensure projects are delivered within scope and on time, escalating to senior management/project sponsors where necessary</li><li>• Effectively communicate project updates and deliverables to all stakeholders throughout the project life cycle, setting meetings and agendas where necessary</li><li>• Attendance and support at relevant supplier meetings if so required</li><li>• Where necessary, provide reasonable support to other departments within the company</li></ul>

	<ul style="list-style-type: none"> <li>• Delivering Project Review upon completion of projects, capturing lessons learnt and implementing change recommendations where required</li> </ul>
Person Spec	<ul style="list-style-type: none"> <li>• Technical background with proven experience of managing and delivering hardware and software-based projects</li> <li>• PRINCE2 or equivalent project management qualification is desirable</li> <li>• Competent with Office tools and applications including MS Office Suite (Word, Outlook, PowerPoint, Visio, and Project)</li> <li>• Experience of managing internal and external teams Self-starter, positive 'can do' attitude</li> <li>• Ability to adapt in an agile projects team</li> <li>• Ability to produce high quality documentation and communicate effectively</li> <li>• Ability and willingness to adapt and learn new technologies</li> <li>• Motivated and flexible individual who can work with minimum supervision, to tight schedules and be capable of making key considered decisions under pressure</li> <li>• Progress change to improve efficiency</li> <li>• Communicates well with all levels of internal/external stakeholder</li> <li>• Good understanding of business and commercial issues within a market driven organization</li> <li>• Flexible working hours</li> </ul>
Health & Safety Statement	<ul style="list-style-type: none"> <li>• Under the Health &amp; 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 &amp; safety matters should be raised in the first instance with your supervisor, your manager, or a member of Human Resources Department.</li> </ul>
Equal Opportunities Statement	<ul style="list-style-type: none"> <li>• Metric Group Ltd 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.</li> <li>• 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.</li> </ul>

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