

## Junior Project Manager – Job Description

<b>Line Manager:</b>	Portfolio Manager
<b>Team:</b>	Project Management
<b>Location:</b>	Cross Platform – Deployed as required
<b>Date:</b>	November 2019

### Role Purpose:

CPI handles many projects of varying scale and scope, both commercial and public funded. The Junior Project Manager will be required to take overall responsibility for a limited number of internal and external (customer) small to medium sized projects. As a Junior Project Manager, you will be required to deliver these non-strategic projects successfully to meet time, quality and cost targets, realising measurable benefits and thereby ensuring satisfied customers.

### Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.

### Projects:

- To manage and deliver projects according to the agreed asset and resource plans, contracted deliverables and the agreed scope.
- To oversee the management of activities of the project delivery teams to ensure deliverables are being completed to defined expectations (within the base-lined cost and time plan), first time to successfully deliver the contracted scope.
- To maintain frequent and detailed communication with all members of the team to ensure clarity at all times.
- To identify, communicate and where necessary escalate deviations from plan without unduly affecting the stated objectives and benefits and maintain clarity.
- To proactively manage foreseen project risks and mitigate issues as they arise, implementing corrective actions.
- To support other Project Managers by taking on supervised support tasks on larger projects, as and when necessary.
- To execute the project lessons learnt process to maximise learning from all projects during and after the execution, carrying out an internal review with the delivery team and actively seeking feedback from the customer; implement any corrective actions to ensure continuous improvement.
- To manage project administration tasks. Create and maintain the project stage document.
- To undertake any other project management duties as required.

### Customer:

- To manage customer/partner relationships from project authorisation and initiation through to project closure ensuring regular communication and reporting of project progress versus the delivery contract.
- Raising and recording variations and providing support to update the business case to provide continued business justification.
- To raise invoices promptly upon achievement of milestones and deliverables and confirming payment.

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### Finance, reporting and business support:

- To support manage the financial performance of projects, utilising regular financial reports to monitor actual spend versus the quotation and forecast; Identify spending anomalies.
- To contribute to the operation of the Project and Business Management teams, supporting the continuous development and improvement project management processes.
- To proactively support line management and the rest of the management team in the execution of their responsibilities.
- Provide regular and timely reporting of project progress to the project sponsors and stakeholders
- To provide accurate input into the reviews established by the line management to ensure the successful operation of the Business.
- To comply with CPI procedures, including all safety and ISO9000 requirements.

### Special Features:

- To have excellent interpersonal and communication skills are essential for the job holder to establish a good rapport with customers from an early stage and to develop a strong and constructive relationship with the delivery team.
- Resilience is required during the pressures of project delivery and in such cases as conflicting priorities or where customer satisfaction is proving difficult.

**Direct reports:** No direct reports

### Person specification:

#### Skills:

- The job-holder will be able to demonstrate practical experience of managing a project as the Lead Project Manager with financial and overall delivery responsibility.
- Is driven, motivated and ambitious.
- Good people management, a team player and pro-active with a “can-do” attitude are essential to deliver the job fully.
- Is fully conversant and proficient with all Microsoft Office suite of programs.

### Education / Qualifications:

Essential:	Desirable:
Educated to Degree level (or equivalent) in an Engineering/Science or Business related subject.	A recognised Project Management qualification.

Competencies and behaviours	
<b>Leadership (Core)</b> <ul style="list-style-type: none"> <li>• Respects and values the diversity of talents, skills and backgrounds that others bring to joint projects / work.</li> <li>• Has a positive influence on those in contact with.</li> <li>• Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.</li> </ul>	<b>Decision Making (Enabling)</b> <ul style="list-style-type: none"> <li>• Pro-actively identifies and prioritises the key issues involved to facilitate the decision making process.</li> <li>• Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others.</li> <li>• Makes decisions in a timely manner.</li> </ul>

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<ul style="list-style-type: none"> <li>Aligns own behaviours and actions to CPI's values, vision and goals.</li> </ul>	<ul style="list-style-type: none"> <li>Identifies the key factors in a complex problem.</li> </ul>
<p align="center"><b>Communication (Enabling)</b></p> <ul style="list-style-type: none"> <li>Presents complex issues/ data with a high level of clarity and impact, using the appropriate format and driving action.</li> <li>Is able to write clearly and succinctly recommendations and messages that have the desired effect.</li> <li>Is aware of the impact of their communications and pro-actively seeks feedback for improvement.</li> <li>Is able to influence others by preparing a reasoned argument to adopt a specific tactics or plan, in line with strategy, and persuade others of the merit.</li> </ul>	<p align="center"><b>Developing self and others (Core)</b></p> <ul style="list-style-type: none"> <li>Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals.</li> <li>Sets personal development goals and deploys strengths to achieve them.</li> <li>Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources.</li> <li>Regularly reflects on own capabilities to identify development priorities.</li> </ul>
<p align="center"><b>Collaboration (Core)</b></p> <ul style="list-style-type: none"> <li>Establishes effective working relationships with other colleagues.</li> <li>Builds and maintains a network of internal and external contacts.</li> <li>Actively seeks, values and incorporates different views and ideas to broaden their prospective.</li> </ul>	<p align="center"><b>Delivery (Core)</b></p> <ul style="list-style-type: none"> <li>Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard).</li> <li>Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks.</li> <li>Refers to lessons learnt from other projects/ tasks with related scope.</li> <li>Acts with minimal supervision or direction.</li> <li>Pays attention to detail and delivers accurate and high quality outputs.</li> </ul>

### Knowledge and Experience:

Essential:	Desirable:
Understands the fundamental project management process.	Has the ability to manage projects within a highly dynamic innovation R&D environment business.

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