

Apprentice Project Manager Job Description

Role Purpose:

To support project management activities by updating project management documentation and working alongside Project Managers, in line with the department strategy and customer needs, to contribute to the successful delivery of projects.

Key Responsibilities:

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

Projects:

- To support the project team preparing and updating project management documentation following CPI's Project Management process.
- To coordinate with and assist project managers in the day to day running of projects.
- To manipulate and format project data.
- To gain approval of, refining and updating project documentation.
- To help prepare and maintain communication plans, such as arranging and participating in project meetings.
- To help facilitate project progress via interaction with CPI's functions.
- To communicate with internal and external stakeholders across a range of projects.
- To have awareness, understanding and support of risk management.
- To support the Project Management Office (PMO) as required.
- To support and increase awareness of governance practises within projects.
- To contribute to the operation of the project teams supporting the continuous development and improvement of CPI's Project Management processes.
- To support the Project Manager's with CPI's Purchase Request System (PRS).
- To understand and support CPI's project management processes throughout a project lifecycle.
- To execute the lessons learned process to maximise learning for CPI.
- To follow up upon the status of actions.
- To carry out project administration tasks.
- To support project compliance requirements.
- Upon completion of the apprenticeship, be proficient in running and delivering a small sized project meeting to time, quality, and cost requirements

Customer:

- To support raising and recording variations and providing support to update the business case to provide continued business justification.
- To support raising invoices promptly upon achievement of milestones and deliverables and confirming payment.

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Finance, reporting and business support:

- To manage information requests from project sponsors and internal stakeholders.
- To support management of 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.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
<p>To be eligible for our degree level apprenticeship programme you will need:</p> <ul style="list-style-type: none"> • A minimum of 5 GCSEs grade A*-C (9-4), including English Language, and Mathematics. • Must hold or be predicted to achieve 120 UCAS points from A-levels (or equivalent e.g., BTEC National Certificate), one of which must be in a scientific or business subject. 	

Behavioural Competencies	
Leadership (Core)	Decision Making (Core)
<ul style="list-style-type: none"> • Respects and values the diversity of talents, skills, and backgrounds that others bring to joint projects / work. • Has a positive influence on those in contact with. 	<ul style="list-style-type: none"> • Within area of expertise recognises, identifies, and defines problems. • Generates and evaluates alternatives, draws conclusion, and analyses risk. • Takes timely and correct action using established methods to ensure effective solutions are implemented.

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<ul style="list-style-type: none"> Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. 	
Communication (Core)	Developing self and others (Core)
<ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints. 	<ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
Collaboration (Core)	Delivery (Core)
<ul style="list-style-type: none"> Establishes effective working relationships with other colleagues. Builds and maintains a network of internal and external contacts. Actively seeks, values, and incorporates different views and ideas to broaden their prospective. 	<ul style="list-style-type: none"> Plans, prioritises, and leads own area of work to deliver specified and agreed outcomes (time and standard) Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. Refers to lessons learnt from other projects/ tasks with related scope. Acts with minimal supervision or direction. Pays attention to detail and delivers accurate and high-quality outputs.

Knowledge and Experience:

Essential:	Desirable:
<p>Working knowledge and experience of IT packages, particularly:</p> <ul style="list-style-type: none"> Outlook Word Excel PowerPoint. <p>Awareness of project management.</p>	<p>Practical experience working within a laboratory environment.</p> <p>Practical experience of leading teams.</p> <p>Understands the fundamentals project management process.</p>