

<b>Job Description</b>		
<b>Post Title:</b> Senior Project/ Programme Manager	<b>Reports to:</b> Director of Project Management	<b>Responsible for:</b> Project Managers and Assistant Project Managers.
<b>Department:</b> Business wide	<b>Salary:</b> £45k - £65k Per Annum <i>(Negotiable depending on experience)</i> <b>Benefits:</b> 28 days holiday, pension, hybrid working, your birthday off <i>(if it falls on a working day)</i> , company social events.	
<b>Description:</b>		
<p>We are currently seeking a skilled Senior Project/ Programme Manager to join our team. The successful candidate must possess a high level of project management expertise and experience in delivering projects autonomously while overseeing team members. This position will be based on a hybrid work model, supporting day-to-day project operations and engaging with internal and external stakeholders.</p> <p>Reporting to the Project Director, the Senior Project Manager will manage all aspects of projects for clients throughout the project lifecycle. This could involve either a secondment role or working on projects from our head office. While most roles are UK-based, occasional international travel may be required (expenses covered by the company).</p> <p>The Senior Project Manager will oversee the planning and execution of entire projects, presenting to the Project Board or Senior Management Team, identifying risks, issues, opportunities, and variances in project plans, gathering metrics, and implementing changes to keep projects on track and within budget. They must also excel in resolving complex issues and presenting effective solutions.</p> <p>In addition to project management duties, the Senior Project Manager will be responsible for team management, report compilation, cross-team coordination, and other executive-level tasks.</p> <p>The ideal candidate will proactively seek new business opportunities and build strong client relationships to support project delivery requirements. Strong business development skills, including contributing to project proposals and tender opportunities, are essential.</p> <p>Our organisation values teamwork and mutual support among employees. We expect all team members, including the Senior Project Manager, to embody this collaborative approach.</p> <p>This role may require a security clearance, and employment offers will depend on obtaining the relevant level of security vetting. If necessary, it will be discussed with you at the interview. The vetting process is delivered by United Kingdom Security Vetting (UKSV) and may require candidates to provide proof of residency in the UK of 5 years or longer. If applying to this role, please do not refer to (in writing) or include in your application or CV details of any current or previously held security clearance.</p> <p>We are committed to promoting a diverse and inclusive community where we can all be ourselves, thrive, and develop. To help embed inclusion for all, we offer a range of family-friendly, inclusive employment policies and flexible working arrangements from day one. As an Equal Opportunities Employer, we value applications from all backgrounds, cultures, and abilities.</p> <p>If you want to leverage your experience in project management, join our award-winning, developing, and innovative business with ambitious growth plans. We offer planned career progression and the opportunity to shape your own role and career.</p>		

<b>Competency:</b>	<b><u>Essential or Desirable</u></b>
To work to the company's values and behaviours: <ul style="list-style-type: none"> <li>- To keep <b>quality, integrity, and excellence</b> at the heart of what we do.</li> <li>- To succeed as a <b>team</b>, collaborating with colleagues and stakeholders.</li> <li>- To drive things forward with <b>ambition</b>, creativity, and confidence.</li> <li>- To value and <b>respect</b> our colleagues, stakeholders, and customers.</li> </ul>	Essential
Experience in working in alignment with an ISO9001 Quality Management System.	Essential
Experience in design management through a stage gate (e.g. RIBA) development process.	Essential
Knowledge and experience of CDM 2015 regulations.	Essential
Ability to work with others within the organisation, stakeholder groups, and the public as part of a team and on their own initiative.	Essential
Ability to manage workload to ensure timely delivery of objectives within budget, including prioritisation of tasks.	Essential
Ability to use computer packages including email, Word, and spreadsheets, as well as the ability to process and evaluate data.	Essential
Ability to use project management computer packages, including Microsoft Project, and assist with developing and updating project and programme schedules (programmes).	Essential
Ability to gather and compile information for reports and prepare presentations.	Essential
Ability to assist with communications and stakeholder engagement activities relating to programmes and projects.	Essential
Ability to organise and attend meetings and produce accurate minutes and records timeously.	Essential
Ability to assist with developing and compliance with programme and project management quality management processes and procedures.	Essential
Good communication skills with the ability to present information clearly and concisely in writing and verbally.	Essential
Good problem solver and identifier of possible remedial solutions.	Essential
Possess a can-do attitude to assigned tasks and deliverables.	Essential
Ability to assist with risk identification, evaluation, risk assessment, and management processes.	Essential
Working towards or willing to work towards a recognised project management qualification.	Essential
A willingness to be flexible in a changing environment.	Essential
Full driving licence.	Essential
Be friendly, personable, and helpful to staff, stakeholders, and clients.	Essential
Able to travel when required.	Essential
Chartered Professional (either ChPP/ CEng or equivalent)	Desirable
Minimum 10 years of experience in Project Management through employment or otherwise.	Desirable
Experience in Contract development and administering Construction Contracts such as NEC3 or NEC4.	Desirable
Good secondary education qualifications.	Desirable