



Job Title: Strategic Projects Manager
Department/Location: Project Management Organisation (PMO) / Exeter
Status: Permanent / Full Time
Reports to: Manager, PMO

Job Purpose:

To drive strategic projects that will help the organisation to meet short and long term objectives. Manage a portfolio of projects with unique requirements and work closely with all departments, IT team, Business Units from Central organization, subsidiary MDs, where applicable, to execute and deliver projects accordingly to the agreed expectations. Responsible for the planning, direction, implementation and documentation of all aspects of the projects worked on.

Additionally and when required by a specific project, the PM will play a key role in managing User Acceptance Testing. This includes defining the testing approach and timeline, training the business users on providing their testing plan and scenarios, liaising with the IT teams to ensure on-going alignment, coordinating testing execution and managing sign-off and go live decision process with the relevant parties.

Main Tasks:

- Develop and implement Project Management tools
- Take ownership of strategic projects as identified by the PMO Manager.
- Build partnerships with internal teams and stakeholders
- Plan and implement projects
- Help define project scope, goals and deliverables
- Define tasks and required resources
- Manage project allocation resources
- Create schedule and project timeline
- Track deliverables
- Support and direct team involved in project
- Monitor and report on project progress
- Identify and resolve issues and risks
- Implement and manage change when necessary to meet project outputs
- Present to stakeholders on progress, problems and solutions
- Manage project related documentation
- Evaluate and assess result of project
- Positively commit to, and undertake any agreed Training program.
- Comply with all Company rules, including those regarding Health and Safety.
- Any other reasonable duties as directed by your Manager.

Mandatory Duties:

- Work with due regard to the health and safety of both yourself and others.
- Commitment to Equal Opportunities.

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of Sparex Ltd. If there is a need to amend this description please consult the line manager, or appropriate Director.

I agree that this is an accurate description of my job at Sparex Ltd. I understand that I am employed to carry out the specific duties listed in this job description.

Signatures:

Employee Name:.....Employee Signature:Date:

Person Specification:

	Description	How Identified*	Essential (E) / Desirable (D)
Experience & Knowledge	Experience of managing cross-functional projects with an IT element.	A/I	E
	Experience of managing User Acceptance Testing in the context of systems development (planning, design, execution reporting).	A/I	E
	Experience of managing stakeholders at all levels of the organisation (engagement, communication, reporting).	A/I	E
	Knowledge and understanding of Projects methodology.	A/I	D
Skills & Ability	Able to identify service and process improvement opportunities and to contribute to the implementation of proposed solutions.	A/I	E
	User focus – Able to identify users and understand what their needs are. Able to engage in meaningful interactions and relationship with users.	A/I	E
	Excellent attention to detail. Ability to deal with complex situations and information overload and bring clarity to facilitate understanding and alignment across the project teams.	A/I	E
	A methodical and structured approach to work. Ability to manage competing priorities effectively.	A/I	E
	Willingness to continuously learn and share knowledge.	A/I	E
	Ability to handle confidentiality, to build trust and to work as a team.	A/I	E
	IT competence including Microsoft Office applications (e.g. data analysis on Excel, professional PowerPoint presentation)	A/I	E
Qualifications	Good level of literacy and numeracy.	A/I	E
	Good verbal and written English language skills.	A/I	E
Personal Qualities	Driven and committed. Proactive attitude.	I	E
	Curiosity to learn and dive in unfamiliar areas.		
	Flexible and able to work as part of a team.	A/I	E
	Reliable. Able to manage own workload to meet targets and deadlines.	I	E
	Professional work ethic, trustworthy.		