

JOB DESCRIPTION



Job Title:	IT Project Manager
Reports to:	IT Manager
<p>Main Purpose of Job:</p> <p>This is a new role assisting the IT Manager in progressing ongoing and longer term IT projects, which support all aspects of the business's growth plans. In addition, the role will be instrumental in working on key projects such as a new CRM system, introduction of a new conveyor system throughout our warehouse, as well as other key projects the Company will wish to progress in the future.</p> <p>The main purpose of the role is to support all departments with key projects and the management of them, providing guidance and driving results. This includes supporting the IT Manager and Lead Software Developer with IT projects as well as other project teams with their own areas of interest across the business. Driving the IT angle of projects and managing how IT integrates with other business projects across PenCarrie including both new IT systems and our existing in house built systems.</p> <p>As part of the IT team this role will manage internal projects at all stages supporting scoping, delivery and evaluation upon project completion. The Project Manager will provide structure to both planning and implementation, and will liaise with the relevant people to consider new ideas, unique solutions and drive efficiencies and continuous development. This role will involve managing relationships at all levels in the business whilst managing multiple projects.</p>	
<p>Main Responsibilities:</p> <ol style="list-style-type: none">1. Liaise with the key internal individuals across business departments and at varying levels at the start of the process assisting with the functionality and risk considerations, scoping and any of other models of consideration before the project commences.2. Assist with the design of project scope and measurables e.g. cost and time and ensure all members of the project's working parties keep on track.3. Monitor progress and deliver on the measurables throughout the project process, especially the end result. Produce schedules, process steps and assignments and delegate to relevant working parties and maintain communication to ensure achievement of goals.4. Work within the parameters of the budgeted spend for each project of varying sizes.5. Utilise project management tools, systems and methodologies to ensure the best chance of project success.6. Manage multiple projects at varying stages and with varying levels of involvement, whilst managing own work load with a dynamic list of tasks and prioritising to meeting multiple deadlines.7. Maintain thorough reporting processes and reports throughout the project to keep interested parties regularly informed and maintain records for evaluation and reference.8. Support the IT Manager and Lead Software Developer with the day to day management of IT projects including timescale planning, allocating resource and all other aspects of project management.9. Continuously learn about the Company, products and operating market to understand the SWOT position of PenCarrie and to understand the needs of the stakeholders you work with.10. Challenge process and inspire team mates by considering new ideas and implementing change where needed.11. Communicate with key stakeholders (verbally and in written form) across all areas of projects, at all levels of the business and both internally and externally where required, developing and maintaining positive relationships.12. Act as a change advocate ensuring the wider vision and purpose is communicated and understood, and maintaining a positive approach to new styles of working.13. Share best practices and learning opportunities to wider interested parties throughout the process and as part of the evaluation process at the end of a project.	

14. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.

Knowledge, skills and experience required:

Essential

- At least 2 years demonstrable experience in a Project Management role
- Experience of project management in a software development environment
- Experience working to multiple and/or tight deadlines, often under pressure
- Evidence of delivering success projects in line with specification
- Proficient in Microsoft Word, Excel and PowerPoint
- Report writing skills

Desirable

- Proficient in Microsoft Project or equivalent
- Experience of Agile and Waterfall development methodologies
- Experience in a similar industry
- Experience of CRM and Warehouse Management Systems

Competencies:

Peer relationships

Can quickly find common ground and solve problems for the good of all; can represent own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is co-operative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Drive for results

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; productivity and bottom-line oriented; steadfastly pushes self and others for results.

Organisational agility

Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.

Interpersonal savvy

Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably; establishes relationships to gain buy in and support on activities.

Decision quality

Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience and judgement; most of their solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

Process management

Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine task into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

Planning

Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Priority setting

Spends their and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Total Quality Management

Is dedicated to providing the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management (including with the use of data); is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.

Informing

Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or PenCarrie; provides individuals information so that they can make accurate decisions; is timely with information.

Managing and Measuring work

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

Strategic agility and change management

Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans; is an advocate of change.

Key Contacts:

Internal: IT Team, Managers, Supervisors

External: Contractors, Agencies

Prepared by:

Name: HR

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