



## **Senior Project Manager Role Profile**

- 1. Job Title:** Senior Project Manager
- 2. Reports to:** Operations Director
- 3. Job Purpose:** The Senior Project Manager (SPM) has oversight of the purpose and status of all projects and can use this oversight to support project-level activities. Working closely with, and reporting to, the Operations Director the SPM will provide leadership, support and guidance to the team's Project Managers and a business perspective when required.
- 4. Duties/Accountabilities:**
  - The Senior Project Manager role involves working closely with all Project Managers and Coordinators within the PMO Team.
  - Management – Ensure there are regular reviews and accountability for projects.
  - Finances - Track basic costs across the program, ensuring margins are always maintained.
  - Support the Project Managers when project and technical advice is sought.
  - Improvement – Assess performance, Research and develop new capabilities that can be applied to the program.
  - Encourage and implement cost saving reductions.
  - Support the Commercial Team with Bid responses and technical input.
  - Respond to new pricing requests for existing customer.
  - Infrastructure - Coordinate and manage resource levels.
  - Provide Directors headline updates as required.
  - Manage Holiday Cover within the PMO Team.
  - Assist with new sales pricing and responses.
  - Project Manage specific clients as required.
  - Pick up on any overlaps within the PMO Team as required.
  - Encourage the Project Coordinators to increase their input into projects.
  - Ensure efficient use of all resources across all projects.
  - Overview the company's store operations.
  - Input to bids and tenders where required.
  - Assist the Operations Director with enlisting sub-contractors.
  - Assist the Operations Director to maintain and develop sub-contractors.
  - Contribute to building a matrix of training requirements.
  - Ensure all projects and covered during staff holidays.

**5. Special Features:**

- Strong understanding of Telecommunications and Network Infrastructure.
- Time to be split between the Head Office, Home and Customer Site/Meeting.
- Some OOH and weekend work may be involved.
- Some Overnight and European Travel may be involved.

**6. Requirements/Competencies:**

**Knowledge:**

- Knowledge of Health and Safety Systems.
- Knowledge of Quality Systems.
- Knowledge of Industry Accreditations i.e. ISO 9001.
- Competent in a wide range of Telecom equipment and tooling.
- Computer Literate Microsoft Office, PowerPoint, Visio, Outlook, Excel.
- Certified Project Manager Qualification.
- Extensive Field and Project based Knowledge and experience.
- Ability to read and interpret detailed Drawings and Methodology.

**Personal Attributes:**

- Strong Management and Motivation skills.
- Able to communicate effectively at all levels.
- Methodical and Logical approach.
- Able to maintain harmonious relationships with Customers and Contractors even during conflicts.
- Able to plan Personal and Working time effectively.

**Issued By**

**Name** ..... **Signature** ..... **Date** .....

**Received by (Role Holder)**

**Name** ..... **Signature** ..... **Date** .....