

Job Description

Role Title	Project Manager		
Directorate	Business Development		
Team	PMO		
Line Manager	Katie Searle		
Perm/ Fixed Term	Permanent / Full time	G4	
Job Purpose	As part of the Project Management Office (PMO) team, the role will provide project management capability and expertise to both commercial and government funded projects and for the full project management lifecycle.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities None	People (EST) Accountability None	Contractor Accountability None
Critical Accountabilities (between 4-8)	<p>Project Management Office function</p> <ul style="list-style-type: none"> ▪ Provide support and assistance to the Senior Project Managers in the set-up and delivery of an effective PMO function, including: <ul style="list-style-type: none"> ○ Internal stakeholder liaison and workshop facilitation ○ Organising internal meetings, taking minutes/ actions ○ Supporting strategy development and delivery for PMO function ○ Supporting development of evaluation methodologies for the success of the PMO function and individual products and services. ○ Provide financial administrative support, including raising purchase orders, processing invoices, and administration around financial reporting <p>Project management and delivery</p> <ul style="list-style-type: none"> ▪ Manage projects to budget, scope and plan in line with agreed methodologies, including project planning, resourcing, client engagement, financial management, change management and reporting, as may be required from project to project ▪ Support delivery managers to manage projects to quality and client expectations, with focus on continuous improvement 		

	<ul style="list-style-type: none"> ▪ Identify, record and manage project risks, assumptions, issues and dependencies, escalating as necessary ▪ Manage financial performance of projects, prepare project charters, and update TMI and planning tools to ensure accurate financial reporting ▪ Design project specifications to ensure the deliverability of projects <p>Support business development</p> <ul style="list-style-type: none"> ▪ Work closely with business development team to input into business development proposals as required ▪ Working with business development and other teams, identify new opportunities for business growth from existing projects <p>Client and Stakeholder management</p> <ul style="list-style-type: none"> ▪ Establish, maintain and develop relationships with internal and external stakeholders, acting as ambassador of Energy Saving Trust values
<p>Knowledge, skills and qualifications required</p>	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Passionate about addressing the climate emergency ▪ Experience working in a project management environment ▪ Excellent customer service experience ▪ Highly organised with good attention to detail ▪ Excellent communication and interpersonal skills, with the ability to work with colleagues and project partners across dispersed geographical locations ▪ Excellent IT skills, in particular Microsoft Office programmes ▪ Excellent time management skills and the ability to manage multiple priorities and projects ▪ Team player ▪ Self-starter able to use initiative to manage and organise workload <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Project Management skills/ experience and/or relevant recognized qualification ▪ Experience in developing evaluation and monitoring methodologies ▪ Knowledge/experience of the sustainable energy and net zero sectors