

## Job Description

<b>Role Title</b>	<b>Senior project manager</b>
<b>Job Family &amp; Category</b>	<b>Project/programme management: Senior project manager</b>
<b>Team</b>	Energy
<b>Line Manager</b>	Senior programme manager - energy
<b>New/ Existing Role</b>	New
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Budget responsibilities (project specific)</li> <li>▪ Contractor responsibilities (project specific)</li> <li>▪ Line management responsibilities – Programme support officer</li> </ul>
<b>Job purpose</b>	<p>The role has been created to support the energy team, which is growing rapidly.</p> <p>The role will provide project management capability and expertise to the design, set up and mobilisation of both commercial and government funded projects and to ongoing projects on a fixed, short-term expert basis where need arises, supporting a range of projects across the full spectrum of energy team activity (energy advice, renewables and loans and grants management and administration).</p> <p>The role will liaise with the project management office (a separate team) to ensure project management methodology in the energy team aligns with agreed organisational approach.</p>
<b>Key responsibilities</b>	<p><b>Project management and delivery</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Manage projects to quality and client expectations, with focus on continuous improvement.</li> <li>▪ Line manage programme support officer.</li> <li>▪ Identify, record and manage project risks, assumptions, issues and dependencies, escalating as necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Manage financial performance of projects, working with relevant financial business partner to update TMI and planning tools to ensure accurate financial reporting.</li> <li>▪ Communicate and collaborate with the project management office (PMO) to apply consistent approaches to project management.</li> </ul> <p><b>Support business development</b></p> <ul style="list-style-type: none"> <li>▪ Work closely with the senior programme manager, energy, to input into business development proposals as required.</li> </ul> <p><b>Client and stakeholder management</b></p> <ul style="list-style-type: none"> <li>▪ Establish, maintain, and develop relationships with internal and external stakeholders, acting as ambassador of Energy Saving Trust values.</li> <li>▪ A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.</li> </ul> <p><b>Impact description</b></p> <p><b>Within one month, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Meet with key colleagues, from different teams to gain an understanding of their work and how your role fits into this.</li> <li>▪ Complete the corporate induction programme.</li> <li>▪ Agree your objectives for first 6 months.</li> </ul> <p><b>Within three months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Develop and hone your knowledge of different Energy programmes, in particular advice service delivery.</li> <li>▪ Have familiarised yourself with the finance and project management software as well as other systems e.g. contact centre telephony or CRM.</li> <li>▪ Take on management of different projects (varying in size), either an existing or new project.</li> </ul> <p><b>Within six months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Grow your knowledge of different services.</li> <li>▪ Use this knowledge to work with the business development team, and senior programme manager to input into bids/proposals for new work.</li> <li>▪ Take on the lead of additional project(s) within the Energy team, including the setting up of a new project.</li> </ul>
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<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working in a project management environment, in particular advice service background or contract management experience.</li> <li>▪ Project management skills, experience and/or relevant recognised qualification.</li> <li>▪ Excellent customer service skills.</li> <li>▪ Demonstrable organisational skills and good admin skills, with the ability to keep track of multiple requests, deadlines and projects at the same time.</li> <li>▪ Flexible and able to efficiently and effectively learn and apply project specific knowledge.</li> <li>▪ Ability to work well as part of a team, with excellent communication and interpersonal skills, having the ability to work with colleagues and project partners across dispersed geographical locations.</li> <li>▪ Line management experience.</li> <li>▪ Good IT skills, particularly MS Word, MS Excel, and databases.</li> <li>▪ Self-starter able to use initiative to manage and organise workload.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of energy efficiency and renewable energy systems for homes.</li> <li>▪ Experience of developing and/or delivering advice services.</li> </ul>
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