

JOB DESCRIPTION

The Networking People Ltd

Special Project Manager

Responsible to: Head of Projects and Process

Immediate Subordinates: None

Salary: £36,000 to £40,000 (plus benefits) dependent on experience

Overview

Based in the North-West, TNP are looking for an enthusiastic, high calibre Special Project Manager to join our dynamic company.

A large proportion of TNP's customer-base is public sector, currently offering services to local authorities, health and education, including provision of managed Wide Area Networks, Local Area Networks, Wireless LAN and Security. Therefore, a candidate with experience of working in, or for, the public sector would be advantageous.

You should have a demonstrated track record of delivering highly complex and technical programmes and projects in the telecommunications sector ideally for the Public Sector.

MAIN FUNCTION

Lead on the management and delivery of complex infrastructure projects with a view to them being delivered on time, to budget and to the satisfaction of the customer, focussing on the technical elements working closely with technical architects and engineers. Co-ordinate and direct activity in line with the size and scale of the project.

It will be necessary to liaise with a virtual team incorporating representation from various internal TNP teams, external contractors, external customers and customer third party companies.

SPECIAL CONDITIONS

A Disclosure and Barring Service (DBS) clearance is a condition of initial appointment and ongoing employment.

This post requires the ongoing possession of a full, valid driving licence.

CONTACTS

Name/organisation	Reason	Approximate Frequency
Head of Projects and Process or nominated representative	Day to day management, directions & instructions	Daily
Head of Projects and Process	Performance monitoring	Weekly
Head of Projects and Process	Reviews	Quarterly
TNP Internal	Team work	Daily
TNP Internal	Provide mentoring to nominated staff throughout their career at TNP	Daily
Commercial Team	Gathering of requirements and producing customer pre-sales designs, costings and bid reviews	Daily
Customers/Commercial Team	Working alongside the Commercial Team, or in some cases independently, to present technical solutions to the Customer and address any queries	Daily

MAIN DUTIES

1. Manage technically complex Projects to completion working with key stakeholders to ensure delivery on time and budget.
2. The preparation and presentation of physical network architecture designs and technical implementation plans both within the organisation and to external customers; this includes attendance, and potentially leading, of pre-sales meetings via web conference or onsite.
3. Technical management and overall technical responsibility for nominated Customer physical infrastructure.
4. Work with customers to highlight opportunities to rationalise network infrastructure to leverage new technologies and/or save money, including preparation and presentation of reports.
5. Working within customer requirements to design & deliver infrastructure projects and programmes within agreed timescales.
6. Coordinate internal resources and third parties/vendors for the efficient execution of projects
7. Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
8. Ensure resource availability and allocation
9. Develop a detailed project plan to track progress
10. Use appropriate verification techniques to manage changes in project scope, schedule and costs
11. Measure project performance using appropriate systems, tools and techniques
12. Report and escalate to management as required
13. Manage the relationship with the client and all stakeholders
14. Perform risk management to minimise project risks
15. Establish and maintain relationships with third parties/vendors
16. Create and maintain comprehensive project documentation
17. Evaluate the success of the project against its benchmarking and sharing lessons or best practice with other organisations or project managers.
18. Ensure quality standards are met during the delivery of the project
19. Monitoring sub-contractors to ensure delivery in line with agreed specifications
20. Such other duties appropriate to the grade as may be directed by the Board of TNP or by its nominated representatives.

Person Specification

Criteria	Essential / Desirable	Application form / Interview
Experience of managing large scale IT projects	Essential	Application form / Interview
Ability to manage complex network infrastructure programmes and projects from inception to completion	Essential	Application form / Interview
Experience of delivering projects in a public sector environment	Desirable	Application form / Interview
An understanding of the telecoms market specifically the processes and procedures of Openreach and Local loop unbundling	Desirable	Application form / Interview
Experience of scheduling teams and ensuring the effective use of available resources	Essential	Application form / Interview
Excellent client-facing and internal communication skills	Essential	Application form / Interview
Experience leading the implementation of physical network solutions, including detailed documentation such as proposals and reporting	Essential	Interview
Excellent communication skills, both written and verbal coupled with an ability to maintain confidentiality.	Essential	Application form / Interview
Solid organisational skills including attention to detail and multi-tasking skills	Essential	Application form / Interview
Strong working knowledge of Microsoft Office suite	Essential	Application form / Interview
Strong working knowledge of Microsoft Project	Essential	Application form / Interview
Hold a project management qualification such as PRINCE2 Practitioner	Desirable	Application Form
A full clean UK driving license	Essential	Application Form
A flexible approach to areas of work which will or may require escalation of issues out-of-hours	Desirable	Interview
Commitment to undergo further training through operational requirements and personal development	Essential	Interview