

Role Profile

Job Title:	Project Manager
Reporting to:	Senior Project Manager
Business Area:	Delivery
Location:	Manchester

The Mission:

This role will support business growth by ensuring that AppLearn®'s solutions are delivered to customers in a timely manner whilst adhering to project requirements.

Responsibilities:

- Manage assigned projects whilst adhering to the AppLearn project management methodology.
- Ensure key project deliverables and objectives are delivered within time; cost and quality.
- Coordinate internal and external resources to deliver the execution of projects.
- Formalise project scope and objectives, involving all relevant stakeholders.
- Manage the relationship with client and all relevant stakeholders.
- Manage the prioritization of tasks which maps to the customers' requirements and deadlines.
- Create and maintain project documentation and reporting.
- Manage associated project risks accordingly and escalate as required.
- Streamline existing processes wherever possible.

Outcomes:

- Successful delivery of assigned projects.

- Maximum customer satisfaction.
- Cultivate lasting relationships with the customers and suppliers.
- Feed into AppLearn®'s strategic priorities of delivery.
- Maintain department SLA's.
- Become a subject matter expert in AppLearn®'s tools and processes.

Competences:

Organisation & Planning

Plans, organises, schedules and budgets in an efficient, productive manner. Focuses on key priorities.

Attention to Detail

Does not let important details slip, even in times of a heavy workload.

Analytical Skills

Able to structure and process qualitative or quantitative data and draw insightful conclusions from it. Exhibits a probing mind and achieves penetrating insights.

Proactivity

Acts without being told what to do. Owns own workload and make suggestions for improvements.

Flexibility & Adaptability

Adjusts quickly to changing priorities and conditions. Copes effectively with change.

Communication

Speaks and writes clearly and articulately without being overly verbose or talkative.

Building Relationships

Able to identify and initiate working relationships and develop and maintain them.