



## JOB DESCRIPTION

<b>Job title</b>
Project Manager
<b>Name of person or job role reporting to</b>
Head of Project Management
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Day to day you will be responsible for input to bids, project cost buildup and resource management.</li><li>• Deliver projects successfully whilst providing a professional, first-class, consistent and effective project management service to the clients and all stakeholders.</li><li>• Act as the key, day-to-day client interface managing the flow of project information between the team and the client, through regular meetings and written communication.</li><li>• Coordinate all resources for the flawless execution of projects, motivating project teams to deliver exceptional service to our clients.</li><li>• Develop detailed project plans and work breakdown structures to monitor and track progress.</li><li>• Ensure adherence to governance, processes, and systems throughout the project lifecycle.</li><li>• Create and maintain comprehensive project documentation in line with company standards and procedures.</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• Recognised project management qualification (either academic or professional).</li><li>• Proven previous experience in the application of Project Management techniques in a relevant technical project environment.</li><li>• Experience managing a portfolio of projects with competing demands and deadlines.</li><li>• Great financial management and control to ensure a high level of profitability on projects.</li><li>• Experience delivering solutions with a diverse team of both internal and external supply chain resources.</li></ul> <p>We are a diverse team at WRc and have no preconceptions about background or education. Provided you can demonstrate the required level of experience and a successful track record, you will undoubtedly add strength to our purpose and we would love to hear from you.</p>



I hereby agree that I have read and understood the job description.

Signed

Date

Name