

Project Manager

Delivery and change function — permanent, hybrid

Reference	PM-1041
Location	Birmingham (hybrid — typically 2 days on site)
Contract type	Permanent
Hours	37.5 per week, Monday to Friday, with some flexibility
Salary	£48,000 – £56,000 depending on experience
Reports to	Head of Delivery
Direct reports	None initially; matrix leadership of project teams of 6–15
Closing date	Ongoing — applications reviewed weekly

Purpose of the role

To take end-to-end ownership of a portfolio of projects, delivering agreed outcomes to time, cost and quality while keeping stakeholders properly informed throughout. The postholder will be accountable for the full project lifecycle, from business case development through planning, delivery and handover into business as usual, and for ensuring that the benefits set out at the outset are actually realised.

Key responsibilities

- Own the delivery of two to four concurrent projects, typically £150k to £1.5m in value and six to eighteen months in duration.
- Develop business cases, project initiation documents and delivery plans, and take these through the appropriate governance forums for approval.
- Build and maintain the project schedule, resource plan and budget, and provide accurate forecasting and variance reporting to the Head of Delivery.
- Maintain the RAID log, actively managing risks, issues, assumptions and dependencies rather than simply recording them.
- Chair project boards and working groups, producing clear, concise highlight reports that give stakeholders a genuine picture of progress.
- Manage third party suppliers and delivery partners, including scope definition, change control and acceptance of deliverables.
- Coordinate testing and user acceptance activity, and ensure training, documentation and support arrangements are in place before go live.
- Lead post-implementation review and benefits tracking, and feed lessons learned back into the delivery framework.
- Deputise for the Head of Delivery as required and contribute to the ongoing development of project management standards and templates.

Person specification

Essential

- Demonstrable experience of managing projects through the full lifecycle in a comparable environment.
- A recognised project management qualification (PRINCE2 Practitioner, APM PMQ or equivalent) or equivalent demonstrable experience.
- Sound working knowledge of both traditional and agile delivery approaches, and the judgement to know when each is appropriate.
- Experience of managing project budgets and providing accurate financial forecasting.
- Strong written communication, with the ability to produce reports that are read and understood at executive level.
- Confident and credible with stakeholders at all levels, including the ability to hold suppliers and colleagues to account constructively.
- Highly organised, with the resilience to manage competing priorities and shifting deadlines.

Desirable

- Experience of business change or systems implementation projects specifically.
- Working knowledge of Microsoft Project, Jira, Azure DevOps or similar delivery tooling.
- Experience of line managing or coaching junior project staff.
- Agile certification such as Certified ScrumMaster or Professional Scrum Master.
- Experience within a regulated sector.

What we offer

- Competitive salary, reviewed annually
- 25 days annual leave plus bank holidays, rising with service
- Contributory pension scheme with employer matching up to 6%
- Employee assistance programme and access to occupational health
- Funded professional membership and a personal development budget
- Support towards further project management accreditation

How to apply

Please apply online with a CV and a short covering statement setting out how you meet the essential criteria. Applications are reviewed as they are received and we may close the advert early if we receive sufficient interest, so early application is encouraged. If you require any adjustments to the recruitment process, please let the recruitment team know when you apply and we will do what we can to accommodate them.

This job description outlines the main duties of the post and is not intended to be an exhaustive list. It will be reviewed periodically and may be amended in consultation with the postholder. We are an equal opportunities employer and welcome applications from all sections of the community. We are a Disability Confident employer and will offer an interview to any disabled applicant who meets the essential criteria for the role.