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## Job description

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Job title: **Senior Project Manager**

Job code: SPM-01

Department: Project Delivery

Division: All

Section: Project Management

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## Reporting relationships

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Reports to:

- Director, Project Delivery *or their delegated Project Director*

Direct reports:

Specific project team

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## Job summary and key responsibilities

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### Job summary

- WNY would like to recruit a Senior Project Manager to work on a variety of projects across multiple sectors including event overlay, bespoke temporary and semi-permanent construction and showcasing. The individual will be expected to take ownership of a single project or portfolio of smaller projects and assure successful delivery.
  - This role will include, as appropriate for defined areas responsibility for the programme, design, procurement, production, construction activities for the life cycle of the project in accordance with the overall respective Project Schedules.
  - As Senior Project Manager the individual shall ensure planning and delivery is in accordance with all safety, quality, time and cost parameters to meet the needs of projects.
  - Leadership is crucial as the Senior Project Manager will be required to establish and lead diverse project team members to deliver activities. Key resources will need to be identified, requested and clear roles and responsibilities will need to be communicated.
  - The Senior Project Manager will be responsible for setting up and managing a near term work plan to drive delivery of work on a week by week basis, setting up and ensuring compliance with budget, development and operation of a risk register, challenging any increase in costs and developing options to reduce cost, establishing and managing interfaces, setting up and operating the quality plan and change management.
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### Key responsibilities

- Define the work scope to be delivered within the contract or package of work and the interfaces to other adjacent work.
  - Securing the required resources to meet their project requirements identifying any personnel shortfalls or issues within their project team.
  - Developing and executing effective execution strategies and plans in line with the Project Execution Plan (PEP), setting out how the project shall be managed, organised and executed.
  - Maintaining effective communications with all stakeholders.
  - Driving the delivery of the contract work to ensure that it is delivered safely, on time, to budget and provide key stakeholders with reports on these matters.
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- Anticipate, manage and resolve issues within the contract or work activities. Identify risks and facilitate the resolution of all issues raised, develop and update the project budget and escalate any issues to the Project Director.
  - Ensure level 3 schedules are developed and maintained for the contract or work activities.
  - Ensure such schedules are consistent with the overall Project Schedules (Level 1 and Level 2). Escalate any discrepancies to the Project Director.
  - Ensure that WNY's contractual obligations are fulfilled.
  - Establish and maintain effective working relationships with all project team members including centralised PMO resources.
  - Ensure all work and activities meets and is conducted in accordance with WNY's Health, Safety, Environmental and Quality Management System.
  - Recognise areas for improvement and communicate these to the Project Director.
  - Comply with WNY's Project Execution Process.
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### **Work interactions**

#### Internal relationships:

- Director, Project Delivery
- Project team members
- PMO resources
- Subject matter experts

#### External relationships:

- External stakeholders including government agencies and organisations.
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### **Financial Responsibilities**

- As per WNY Project Execution Plans
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### **Work conditions**

- WNY Office Bristol based and as required for project execution.
  - Will be required to travel and work throughout the UK and internationally
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### **Qualifications, experience and skills**

#### Education and certifications

- PMI or APM qualification
  - BSc in Project Management or Construction Management or similar related degree is desirable
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#### Experience and skills

- Background in specialist fast-track construction, sports overlay or major events.
  - Strong interpersonal skills
  - Excellent communication skills both verbal and written.
  - Appreciation of the difficulties of working in a regulated business and sector.
  - Track record in delivery of complex projects in complex stakeholder environments.
  - Proficiency in use of personal computer software including scheduling applications.
  - Good commercial awareness.
  - Team orientated and ability to communicate and interact with peers.
  - Proactive and proven ability to hit deadlines.
  - Ability to function independently with appropriate initiative, creativity and attention to detail.
  - Ability to exercise sound judgement in complex situations.
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