|  |  |
| --- | --- |
| **Job Title:** | Technical Project Manager​ |
| **Report to (title):** | Senior Project Manager |
| **Function/Department:** | Project Services |

|  |
| --- |
| **ABF BTS Centre Overview** |
| We support all business globally under the Associated British Foods (ABF) umbrella each with different requirements and levels of IT maturity. This means that we get the opportunity to work internationally with a variety of technology and solutions so while we have a wide variety of these listed in our role profiles, we don’t expect you to be an expert in them all. Our teams are made up of great people with different levels of experience and we actively support development in a direction that works best for you. |

|  |
| --- |
| **Role Summary** |
| The role is responsible for the end-to-end delivery of projects ensuring that they are delivered on time, within budget and to the full scope as detailed in the project brief.​  The role will oversee the delivery of assigned projects within the IT project portfolio. |

|  |
| --- |
| **Role Responsibilities/Accountabilities** |
| Planning and Management of the end-to-end life cycle of projects​​ |
| Planning of a portfolio of projects​ |
| Facilitate Project Definition Workshops​ |
| Produce Project Initiation Documents​ |
| Financial Management​ |
| Project Administration including weekly highlight reports, minutes and Risk Register​ |
| Change Management​ |
| Quality Management​ |
| Effective resource scheduling​ |
| Ensure seamless service transition including relevant, authorised documentation |

|  |
| --- |
| **Shift/Working Pattern** |
| • This role is a 37.5hour week Monday – Friday |

|  |
| --- |
| **Experience, Knowledge, Skills & Attributes** |

|  |  |
| --- | --- |
| Essential | Desirable |
| Proven track record of managing IT Infrastructure Projects | Knowledge of IT platforms, infrastructure and applications |
| Proven customer service skills | Formal Project Management Certification |
| Ability to take ownership of and progress issues to resolution | ITIL Foundation Certification |
| Experience of running multiple concurrent projects |  |
| Ability to work as part of a team and on own initiative |  |
| Excellent communication skills |  |
| Ability to work under pressure |  |
| Experience of managing budgets |  |
| Experience of Stakeholder Management |  |
| Resilience & Integrity |  |

|  |
| --- |
| **Decision Making, Influence & Key stakeholders** |
| Must have demonstratable experience building positive, professional relationships with internal and external stakeholders.  Must be outcome and customer focussed, be able to deal with conflict resolution and act with tact and diplomacy. |

|  |
| --- |
| **Other Information** |
| This role is contracted to our Peterborough head office however we work flexibly, therefore the majority of this role can be carried out remotely, although some travel to the Peterborough office will be required and occasional travel to customer sites as required to meet the needs of the role. |