

## JOB DESCRIPTION

**Job Title:** Project Manager

**Department:** Operations

**Job Purpose:** Project management of all operations team projects and to provide project management advice/support across the UK business

**Reporting Line:** Project Manager

**Direct Reports:** None

**Working Relationships (internal/external):**

Internal customer relationships  
Project team – scheduling and delivery  
Peer relationships

**Main Tasks and Responsibilities:**

- Responsible for reinforcing and promoting in the business the agreed project management methodology.
- Provide support and analysis to the product development teams to effectively evaluate new product development projects and aid the business in making priority decisions for the wider development/enhancement programme.
- Responsible for scheduling, resource allocation, communication and delivery of projects.
- Responsible for delivering weekly project reporting on overall programme progress, individual project status, resource availability, and project budgets.
- Responsible for producing post-delivery project reviews to ensure ROI assessment is being completed effectively, and feeding project learnings back to the various business units .
- Work closely with the operations team, business units and clients to ensure successful and timely delivery of projects to budget.

**Person Spec:**

- Proven solid project management experience.
- Degree qualified or equivalent experience.
- Excellent project management skills.
- Experience with project budgeting and control.
- Good customer facing skills.
- Proven ability to manage multiple projects in parallel.
- Proven ability to deliver projects with tight deadlines.
- Proven ability to juggle projects and resources with changing requirements and priorities.
- Proven ability to deliver projects on time and to budget.
- Proven ability to help customers and operations team prioritise projects.
- Proven ability to support implemented processes and ensure project teams and customers adhere to these.
- Proven ability to work effectively with senior management.
- Project management experience around web development projects desirable.

**Competencies for Success:**

- Informing
- Organising
- Planning
- Managing and measuring work
- Negotiating
- Composure
- Interpersonal Savvy
- Process Management
- Action orientated
- Timely decision making
- Conflict Management
- Written communication
- Customer Focus
- Conflict Management

To apply for this position, please email your CV with a covering letter stating your salary expectations to [ukrecruitment@cbs.com](mailto:ukrecruitment@cbs.com). Please state clearly in the subject line which post you are applying for.