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# Project Manager

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The Project Manager combines business vision, communication skills and soft management skills with the ability to plan, coordinate, and execute the successful delivery of projects. They keep the spotlight on the vision to inspire the team, promote teamwork and collaboration, and remove obstacles for projects to progress.

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## Role Responsibilities

### Key managerial responsibilities

- Maintain a high level of quality documentation by working with the senior Project Management team
- Provide a minimum of weekly feedback to the senior Project Management team on overall project status and performance
- Assist in the sharing of knowledge and long term development of the whole Project Management team (and where appropriate the business) to improve team capacity, efficiency and client offering

### Key project responsibilities

- Initiate, define, plan and manage delivery of projects for clients across a range of different media depending on experience, this media could include but not limited to: websites, configurators, CGI imagery, CGI animations/videos, printed material
- Creation of Statements of Works, project plans, RAID logs
- Managing the day-to-day running of projects including maintaining project plans, RAID logs, RAG Status, daily scrums
- Ensuring resource for projects are both resourced in good time and they are fully informed of their deliverables
- Organise and manage iterations and scrum meetings
- Organise and manage retrospectives and lesson learnt sessions when applicable, and document these sessions
- Fully monitor project Risks and Issues, ensuring where required that actions are in place to resolve or mitigate, escalating at the earliest possible opportunity when required
- Ensure project budgets are managed within tolerances
- Deliver exemplary customer service while delivering the project
- Support and collaborate with various internal departments across all stages of the project
- Be able to interface with third-party vendors
- Demonstrate exemplary customer service while delivering projects
- Ensure high quality delivery of projects, often assuming a Quality Assurance role

## All Staff Responsibilities

- Carry out any reasonable duties as identified by your Line Manager or Team Leader
- Positively represent Burrows to our customers and suppliers
- Ensure compliance with all contractual employment obligations
- Ensure compliance with our ISO standards
- Fully participate in the company's performance management and development programmes
- Maximise own ability to produce quality work, on time, and to brief, utilising best skills and available technology
- Work in accordance with the company's Human Resources policies and procedures
- Ensure compliance with health and safety requirements

# Your Qualities as a Candidate

The Project Manager is an adaptive leader to deliver projects within the allocated budget and timeframe to meet (or exceed) customer expectations. The Project Manager should have strong ambitions to move their career path.

## Essential Skills & Knowledge

### Personal Attributes:

- Commercially astute, able to maintain a strategic view and turn the 'big picture' into operational reality
- Can-do approach to problem solving
- Extremely customer focused
- Responds well to change
- Excellent 'people person'
- Able to multi-task within a fast-paced environment
- Have first class interpersonal skills
- Exceptional attention to detail
- Proactive and always looking to make efficiencies across the project
- Strong written and verbal communication skills
- Strong desire to progress your career
- Understanding of Prince 2/Agile or PMP

### Your experience and knowledge:

- Strong client facing and stakeholder management skills
- Experience of writing quality statement of works, managing issues and risks using RAID logs and status reports
- Expert in managing projects in high-pressure environments – cool under pressure and able to diffuse heated situations, unite and motivate teams
- Experience managing multi-region, multi-language projects
- Knowledge of quality management and techniques
- Proficient in using MS Office suite
- Experienced in Coordinating and trafficking projects, raising job/task tickets and providing job status to relevant stakeholders
- Experience of using Microsoft Project
- Proficient in managing change control
- Ability to track and report on budgets throughout the project lifecycle

## Advantageous Non-Essential Experience

- Agency experience
- Knowledge of ticketing systems (Confluence, JIRA, Workfront)
- Good knowledge of VISIO
- Flexible, committed, well-organised, disciplined, diligent, proactive and assertive - sets the standard for others to follow
- Talented relationship builder, polite, patient, personable, persuasive and diplomatic, comfortable presenting at the 'shop floor' or 'board room'
- Experience in presenting in front of clients
- Keen interest in all things digital, CGI, 3D modelling and/or print
- Have achieved Prince 2 Practitioner/Agile Practitioner or PMP Professional Qualification
- Full UK driving license