Job Description

Adactus is a people-first tech company. Our mission is to provide the right people, right technology, right solutions to transform their business.

Together we strive for continuous improvement and innovation, inspired by technology.

Job Title	Project Manager	Hours of work	Full-time – 37.5hours/week
Role holder	New role	Line Manager	Head of Project Delivery
Department	Project Delivery	Line reports	6-12 months time

Role purpose

You are responsible for the management of projects and Agile ceremonies. Focusing on meeting project commitments, including communications with clients, the team and other stakeholders, monitoring progress and effective problem solving. In this role you will ensure the delivery of projects upholding and enhancing our reputation for innovative, quality solutions for our clients This is more than a pure Project Manager role. With 3-5 years Project Management experience, you will be looking to step up to a Senior PM/Programme Manager position within the next 6-12 months, taking on line management responsibilities and becoming the number 2 to the Head of Project Delivery as we embark on an exciting growth strategy.

You need to think creatively, deliver excellent customer experience, care about what you do, make it happen, and enjoy building partnerships.

How this role fits into the business

This role sits within the Project Delivery team that contributes to the overall success of Adactus by managing all clients and projects within our engagement process.

What we need from you

- Skilled in Agile methodology
- Ambitious to grow career taking on more responsibility going beyond project ownership
- Overall project lifecycle – ensuring delivery on time, on budget and to client satisfaction
- Project management for the entire software development lifecycle for web based and mobile applications to a variety of different clients in a range of market sectors
- Experienced in client stakeholder management as well as colleague stakeholder management
- Tracking and management of project progress
- JIRA management (updating, sprint and backlog management)
- Updating internal and external information sources

Your everyday checklist

- The initialisation of the project, requirements gathering and assisting with budget setting
- Part of the Project Management Team responsible for the financial performance and reporting of own projects
- Monitoring of all projects ensuring client satisfaction, keeping clients up to date on project progress and service level performance
- Oversight of the scheduling of all work in own project team co-ordinating with the Head of Development / Software Development Team

The job description is not exhaustive and the post holder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job as requested. Duties and responsibilities may change over time and the job description will be amended accordingly.

- Work management for Developers and Contractors, ensuring they manage the day-to-day activities of their roles and meet project deliverables
- Capacity planning and Agile ceremony management
- Production of project planning time schedules and Sprint plans
- Via JIRA, prioritise the development backlog and allocate work to team members
- Development of strong client relationships seeking account development opportunities for Adactus
- Control of both internal and client facing information and documentation is kept up to date within the relevant systems
- Completion of Contract Reviews – i.e. overall contractual conditions and the specifics of the project comparing the project proposal/offer with the purchase order for technical or commercial variations
- Support for new business sales where required
- Management of releases of the software, both internally and externally

Have you got what it takes?

- Ability to work well with others and lead / motivate a team
- Great communication and negotiation skills
- Excellent organisational, planning and time management skills
- Logical thinking and creative problem-solving ability
- Ability to communicate the status of project at team, company and client level
- Multi-tasking capability, ability to juggle several clients and projects at once
- Great attention to detail
- Experience of Agile / Scrum practices (sprints, retrospectives etc.) Practical Application
- Understanding of budget control
- Commercial awareness of the business
- Motivated in self-development

We would love you to have knowledge in:

- Atlassian JIRA and SharePoint skills

We need you to be:

- Results Focused
- Able to lead
- Able to self-manage
- Work well in a team
- Think of bigger picture

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