**ROLE TITLE:** Project Management Officer

**Reports to**: Business Unit Director

**Direct reports including contractors**: PSO

**Budget**: None

**Key relationships**: Business Unit teams, Members and customers, Capability team, Project teams

**ROLE PURPOSE:**

* To support the delivery of projects and programmes of activity through effective use of project control processes
* Provide project coordination support through all phases of the project lifecycle
* Maintain financial control on all aspects of a project including actual costs incurred and forecast spend
* Manage all financial claims with funding bodies and members

**MAIN ACTIVITIES**:

Project support and control

* Support the programme manager through the implementation and management of effective control processes at all stages of the project lifecycle; including
  + Documentation register
  + Change control
  + Project plans
  + Resource profiles
  + Risk registers
* Produce status reports for weekly management meetings and team meetings to facilitate fact-based decision making for TPMs
* Maintain active risk registers throughout the project lifecycle
* Carry out general administration activities to support the TPM including meeting coordination, quarterly review preparation,
* Maintain an active portfolio of pipeline projects in the NCC register
* Provide information to internal and external meetings as required, understanding who the stakeholders are and actively engage and communicate with them.

Finance Control

* Produce weekly, monthly and quarterly reporting requirements including;
  + Project Financial Status reports
  + Sales and Operations planning forecasts through plans
  + Resource plans
* Support and prepare quarterly claims to funding bodies
* Maintain all WINMAN project data including Sales Order Values, FCTC, Project completion dates, percentage complete
* Setup job codes to capture project costs under correct revenue streams
* Raise all project related purchase orders
* Create all member statements both monthly and annual statements

Other

* Support the development of project management processes at the NCC
* As required provide project support to the creation of projects bids.
* Act as a training support to other PMOs and administration support in the NCC on WINMAN activities
* Support the financial team in the production of project related data
* Support nominated Head of Value Steam in general administration tasks including PO creation, training logs, booking number identification and meeting creation

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Essential | Desirable |
| Qualifications/Experience   * Minimum of NVQ level 4 business administration or equivalent experience * Experience of working within a project management team * Extensive experience in the use of MS Office; particularly Excel, Project and PowerPoint * Proven experience managing large amounts of project financial data in a complex environment. | Qualifications/Experience   * Bachelor’s Degree or equivalent * Project Management qualification; preferably APMP fundamentals * Experience of working in a multi-stakeholder environment. * Experience of working in a major engineering OEM |
| Behavioural Competencies   * Ability to prioritise. * Ability to work as part of a team * Ability to work with multiple stakeholders. * Excellent communication skills; written and verbal. * Keen eye for detail and high standards of working. * Ability to manage your own workload and work independently. | Behavioural Competencies   * Experience of working in an engineering environment. * Ability to learn new process / tool * Proactive |