



## Role Profile: Project Manager

### Vacancy Description

Amiosec is an exciting and growing UK technology company with innovation, agility and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology and products in the communications security sector.

We are looking for a Project Manager to join the Amiosec team and support the continued growth of the business. Main responsibilities will include leading multi-disciplined project teams, stakeholder management, client liaison, developing internal processes and delivery responsibility including planning, finance management, risk management and resources. The role will report to the Amiosec Programme Manager.

Due to the nature of our work, all candidates may be required to obtain and maintain an appropriate UK security clearance.

### Typical Activities

Subject Area	Activities
Project Management	<ul style="list-style-type: none"> <li>• Build and Lead a project delivery team</li> <li>• Mentor and develop the project delivery team</li> <li>• Develop a set of project management process and embed them into the business</li> <li>• Scope new projects and work with the appropriate team to ensure that it is delivered in the optimal way</li> <li>• Work directly with clients to understand their requirements and turn them into delivery plans</li> <li>• Line management responsibility for Project Coordinator(s)</li> <li>• Lead regular concurrent project reviews with Engineering Teams to monitor overall progress against schedule and deliverables.</li> <li>• Working with a range of stakeholders provide advice and assistance to support adherence to project processes.</li> <li>• Produce monthly progress status reports as required by the business</li> <li>• Provide project planning and support on activities including bids and proposals, internal research &amp; development, and customer funded development.</li> <li>• Stakeholder Communications for planning, delivery, and maintenance</li> <li>• Provide and assist with maintaining the resource demand plan</li> </ul>



## Technical Competencies

Subject Area	Competency
Experience/Skills	<ul style="list-style-type: none"> <li>• Previous experience of working within multi-disciplined engineering projects – with a primary focus on software</li> <li>• Whilst not a necessity a technical background will be highly desirable</li> <li>• APMP or PRINCE2 qualified (desirable not essential)</li> <li>• At least 5 years’ experience in project delivery</li> <li>• A proven track record of delivery</li> <li>• Previous experience of working in the Cyber Security environment is desirable</li> </ul>

## Core Competencies

Subject Area	Competency
Approach	<ul style="list-style-type: none"> <li>• Enthusiasm for implementing best practice project management methodologies with a desire to deliver as per business requirements</li> <li>• Flexible approach and willingness to try new tools/techniques/methods</li> </ul>
Working Style	<ul style="list-style-type: none"> <li>• Ability to work individually or as a member of a multi-disciplined team</li> <li>• Ability to create and lead positive working relationships with colleagues from all backgrounds</li> <li>• Strong problem solving and enabling ethos/approach</li> <li>• Willingness to engage with team and help contribute to shared goals</li> <li>• Self-motivated</li> <li>• Presents and conveys information clearly and articulately</li> <li>• Good time management skills, with ongoing ownership of own deliverables as and when required</li> </ul>
Customer Focus	<ul style="list-style-type: none"> <li>• Excellent communication skills (including generation of written content);</li> <li>• Ability to investigate and understand customer requirements</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Lead improvements in our Project Reporting Management and ways of working</li> </ul>

