

Role Profile: Junior 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 dynamic and enthusiastic Junior Project Manager to join the Amiosec team and support the continued growth of the business. You will be joining a Project Delivery Team that is responsible for the delivery of both customer and internally funded engineering projects ranging from research tasks to full product development projects.

As a member of the Project Delivery Team, you will provide support on end-to-end project management across a wide range of these projects and work packages: assisting in planning, coordinating, and implementing projects within the decided budget, timeline, and scope. In addition, you would also be expected to effectively monitor and present project updates to relevant stakeholders, both internally and externally.

This role will also provide the opportunity for you to grow and develop your capabilities, as there are multiple additional aspects of the role including resource management across multiple departments, process improvements, and providing cross business support.

NOTE: 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">• Lead regular concurrent project reviews with Engineering Teams to monitor overall progress against schedule and deliverables.• Working with a range of stakeholders provide advice and assistance to support adherence to project processes.• Work closely with the finance department to manage project finances including the reviewing & updating of to-date data and forecasts.• Maintain project risk registers to actively monitor project risks, putting mitigating actions in place or escalating for wider business review as required• Produce regular progress status reports covering key metrics to be presented to the wider business.• Provide project planning and support on activities including bids and proposals, internal research & development, and customer funded development.• Support the continued development of project processes, documentation, and reporting• Stakeholder Communications for planning, delivery, and maintenance.

- Provide and assist with maintaining the resource demand plan, using tools available to produce & present data that aids decision making and the effective management of resources.
- Be responsible for gathering and presenting the data and dashboards for the programme review

Technical Competencies

Subject Area	Competency
Experience/Skills	<ul style="list-style-type: none"> • Previous experience of working within multi-disciplined engineering projects – with a primary focus on software. • Familiarity of Project Management methodologies/processes • Familiarity of MS Project, Jira or similar tools • Analysis and Reporting of project data and extrapolation of information to understand project status etc.

Core Competencies

Subject Area	Competency
Approach	<ul style="list-style-type: none"> • Enthusiasm for implementing best practice project management methodologies with a desire to deliver as per business requirements • Flexible approach and willingness to try new tools/techniques/methods • Excellent attention to detail with strong organisational and communication skills with the ability to build a rapport across the business.
Working Style	<ul style="list-style-type: none"> • Ability to work individually or as a member of a multi-disciplined team • Ability to create and maintain positive working relationships with colleagues from all backgrounds • Strong problem solving and enabling ethos/approach • Highly organised, personable and will have a demonstrable ability to manage a variety of tasks at one time • Willingness to engage with team and help contribute to shared goals • Presents and conveys information clearly and articulately • Good time management skills, with ongoing ownership of own deliverables as and when required
Customer Focus	<ul style="list-style-type: none"> • Excellent communication skills (including generation of written content) • Ability to investigate and understand customer requirements
Innovation	<ul style="list-style-type: none"> • Contribute to improvements in our Project Reporting Management and ways of working • Further expanding the capabilities of the toolsets already implemented to improve the richness of data and aid the effective management of projects, as well as identifying & assessing other tools which could be useful