Role Profile: Project Manager

A bit about us…

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.

Vacancy Description

We are looking for a 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 customer funded research and development projects. 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 Head of Engineering.

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

Subject Area	Activities
Reporting and Administration	• Scope new projects and work with the appropriate team to ensure that they are delivered in the optimal way. • Work directly with clients to understand their requirements and turn them into delivery plans. • Lead regular, concurrent project reviews with Engineering Teams to monitor the overall progress against the project schedule and deliverables. • Work with a range of stakeholders and provide advice and assistance to support adherence to project processes. • Produce monthly progress status reports as required by the business, utilising the corporate tools to provide evidence-based summaries. • Provide project planning and support on activities including bids and proposals, internal research & development, and customer funded development. • Stakeholder communications for project planning, delivery, and maintenance. • Provide and assist with maintaining the Resource Demand Plan, using tools available to produce and present data, that aids decision making and the effective management of resources.
Team Activities	• Working hand in glove with the relevant Technical Lead • Involvement in stand-ups providing latest updates • Working alongside other teams to resolve known problems and on continual improvement initiatives • Helping assist with Urgent Requirements

	Note - Line Management of the Delivery Team will be undertaken by appointed Technical Seniors.
Core Competencies	• 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. • Ability to work individually or as a member of a multi-disciplined team. • Ability to create and lead positive working relationships with colleagues from all backgrounds. • Strong problem solving and enabling ethos/approach. • Highly organised, personable, with a demonstrable ability to manage a variety of tasks at one time. • Willingness to engage with the team and help contribute to shared goals. • Self-motivated. • Presents and conveys information clearly and articulately. • Good time management skills, with ongoing ownership of own deliverables as and when required. • Excellent communication skills (including generation of written content). • Ability to investigate and understand customer requirements. • Customer focussed • Lead 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.
Technical Competencies	The sections below outlines typical competencies that we are looking for. These are wide-ranging and represent the full cross section of capabilities that we seek. Prospective candidates should be able to demonstrate ability in a number of the technical competencies (depending on grade/experience) and as a minimum, satisfy the core competencies as listed. We are **not** looking for full coverage across all of them in any one candidate.

	• Previous experience of working within multi-disciplined Engineering projects • Whilst not a necessity, a technical background would be highly desirable. • APMP or PRINCE2 qualified (desirable, not essential). • At least 5 years' experience in project delivery. • A proven track record of delivery. • Previous experience of working in the Cyber Security environment is desirable.

Additional responsibilities day-to-day

- Jira Ticket management / backlog items
- Problem Resolution
- Requirements capture
- Interviewing
- Supplier Management and maintenance
- Skills mapping