

VACANCY

Position Title:	Technical Project Manager UK&EU
Location:	Office/Home Based
Contract Type:	Permanent
Hours of Work:	9.00am to 5.30pm Monday to Friday (including 45-minute unpaid break)
Salary:	Competitive
Benefits:	Holidays 22 days per annum (based on 5 days per week) increasing by an additional day per annum up to a maximum of 25 days per annum plus 8 bank holidays. Company Pension Scheme Employee Assistance programme

Roll Purpose:

Within Fourteen IP Communications Ltd. The Technical Project Manager will be responsible for accurate and timely completion of all assigned projects within the agreed budgets and time scales.

Fourteen IP is a people centric company who are proudly accredited by Investors in People, we are looking for someone with a proven track record in project management and who is passionate about what they do and is not afraid of a challenge.

Major Responsibilities include:

- Responsible for accepting project installations in accordance with operational policies and procedures
- Conduct and communicate the results of all relevant H&S risk assessments and method statements
- Arrange and coordinate all initiation meetings creating detailed project plan, which include SOWs and PIDs
- Allocate appropriate quantity of skilled technical resources, effectively managing the installation team, sub-contractors and third-part vendors.
- Negotiate with sub-contractors, suppliers and third-party vendors where required.
- Clearly communicate project plans and work instructions via cases and work orders, monitoring progress and amending plans when necessary.
- Hold review meetings and make site progress visits as when required
- Effective control off all cost including overtime and labour allocation
- Produce quotations for all contract variations and ensure that they are received and agreed before any work is completed.
- Create and distribute accurate and detailed system documentation packs to relevant stakeholders.
- Create real time records via the organisations CRM system.
- Create handover certificate and ensure that these are signed and returned upon physical completion of the project.
- Arrange handover for recently completed projects to the Head of Support Services
- Provide training, coaching and professional development to members of the team to enhance their knowledge and skill as required

Key Performance Indicators

- Accuracy of minutes and action relating to the project from kick off meeting to handover
- Performance of projects in relation to the plan, agreed delivery schedule & cost
- Accurate completion of all risk assessment and method statements for projects and ongoing monitoring of H&S incidents, hazards and near misses.

- Monitor and authorise all purchases orders and overtime levels relating to projects in accordance with company policy.
- Document control including creation and adherence to team planners, fully utilizing the of CRM system
- Accurate & timely hand over of completed project to the Head of support services

To be considered for this role please request an application form helen.waterworth@fourteenip.com. Completed applications forms along with a copy of an up to date CV must be received on or before Sunday 26th August 2022. Please send either by email to helen.waterworth@fourteenip.com or by post (marked Private & Confidential, Human Resources, Fourteen IP, Unit 4 Lockfight Buildings, Wheatlea Industrial Estate, Wheatlea Road, Wigan WN3 6XP

Please note that due to the anticipated response only applications shortlisted for interview will be acknowledged.