

JOB DESCRIPTION

ROLE TITLE	Project Manager
COMPANY	TerraQuest
DEPARTMENT	Delivery – Birmingham / Belfast
REPORTS TO	Programme Manager
DATE	29/07/2024

Role Summary

The Project Manager will be a member of the Professional Services team, with responsibility for the management of successful projects for the customer, and the business, enabling achievement of the company's objectives within the business plan.

Reporting direct to the Programme Manager, the position will be as a member of a dedicated team, delivering specialist land and property services projects to high profile clients undertaking major business process, infrastructure and regeneration development projects.

The Project Manager will have direct responsibility for delivery of projects utilising best practice project management procedures, monitoring and controlling project progress and performance, and reporting timely, accurate management information to the Operational Management Team and other stakeholders.

The Project Manager must direct and motivate project teams to ensure all projects tasks are completed to the highest standards and compliance.

Role Responsibilities

- To ensure that all projects are operated to the highest levels of quality & compliance in line with defined standards, procedures and TerraQuest's Business Management System, and meet customer quality expectations.
- To manage, monitor, report on and accurately forecast the financial success of the project with responsibility taken for its contribution to the company's business goals.
- To take primary responsibility for developing and agreeing detailed project execution plans with the Programme Manager, producing all project documentation at project inception, Project Plan, Project Specification/Project Initiation Document as required.
- To liaise with and regularly report to the Project Board to assure the overall direction and integrity of the project.
- To direct and motivate Team Leaders/Managers and the project team ensuring all members are suitably equipped and trained to perform allocated tasks.
- To manage allocation of resources to projects ensuring members of the project team(s) are suitably skilled and equipped to perform required tasks, and to monitor progress, performance and quality.
- To manage technical quality of service deliverables and progress against plan, reporting/escalating any potential future deviations to the Project Board and/or Programme Manager in line with agreed project governance.
- Managing client relationships through the project life cycle ensuring expectations are managed whilst protecting and enhancing the company's reputation.

Qualities and Skills Required

Essential

- Bachelor's degree or equivalent relevant to the business.

- Minimum of 2 years' experience in a project management or customer engagement role in a similar business environment.
- Ability to influence, develop, and empower project team members to achieve objectives with a team approach.
- Ability to monitor and control project budgets for all project team activities
- Ability to manage a large and wide-ranging project case load at one time.
- Proven ability to motivate and lead teams.
- Excellent verbal and written communication skills.
- Confident in dealing with difficult customers and achieving positive outcomes.
- Attention to accuracy and detail.
- Ability to work to a strict deadline and within a team environment.
- A right first-time approach with focus on maintaining high productivity, efficiency and effectiveness.

Desirable

- Experience of land referencing, land ownership, or property subject area;
- Project management qualification

TerraQuest is an equal opportunity employer and is committed to creating a diverse and inclusive workplace where all employees are valued and respected.

This description reflects the core activities of the role but is not intended to be all-inclusive. Other duties within the group/department may be required in addition to changes in the emphasis of duties as required occasionally. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.