

# nervecentre

## About the role

The responsibilities of the **Project Manager** role include, but are not limited to:

- Owning a number of customer delivery projects, being the point of contact for the customer project manager and the project point of escalation and owning project quality.
- Advising customers on Nervecentre project delivery timescales, milestones, risks and issues.
- Setting out clear acceptance criteria, measuring against baselines and ensuring that benefits can be well documented at project closure.
- Having a broad understanding of the Nervecentre product in order to be able to field general product questions.
- Ensuring that project plans are in place and up to date at all times.
- Using experience & knowledge to guide a customer's Digital & IM&T team on a project. Based on the foundation of a strong relationship.
- Assessing resource requirements and ensuring that the Company is appropriately resourced to deliver within committed timescales.
- Reporting to the customer governance board on a weekly basis to highlight new project risks and impacts.
- Following Company processes, and taking an active role in process improvement, to ensure personal and team deliverables meet the right level of quality and are timely.
- Travelling to customer sites across the UK and potentially overseas.
- Seeking continuous improvement in the Nervecentre product through participation in development and test processes and actively providing feedback to the development team.

This full-time position will be based at your home address

## Technical Skills Required

Knowledge of the following is required or advantageous; candidates should be clear on their skill level for each.

- Project management, PRINCE2 qualifications preferred.
- Microsoft Word – an ability to create logical and well-constructed documentation is required.

### GDPR and IG

- Take responsibility for data protection within the organisation; including adherence to UK regulations (GDPR) and health sector standards and ensure you are aware and follow the guidelines set out by the ICO,

## Non-Technical Requirements

In addition to demonstrating strong technical skills, the successful applicant will:

- Hold a full UK driving license.
- Possess excellent English written and oral communication skills.
- Be self-motivated and able to work with minimal supervision.
- Quickly learn new technologies and skills, with a clear focus on results.
- Plan work activities in a logical and clear manner.
- Collaborate effectively with customers and colleagues both in person and by phone, email, and other collaborative tools.
- Be patient and helpful with customers and colleagues.

## Salary and Benefits

Salary for this role is negotiable.

All staff members receive the following benefits package:

- 23 days of annual holiday, plus English public holidays.
- An opt-in company pension scheme, with employer contributions up to 4% of salary.
- An annual company bonus, the value of which is determined based upon company success and outlook and personal performance.
- Travel expenses related to customer activities (exclusive of travel to/from the office unless otherwise agreed). Mileage is paid at 40p per mile for the first 10,000 miles and 25p per mile thereafter.