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|  | <h1>Job Description</h1> | Issue: 01                | Document Reference:<br>CPMS |
|   |                          | Issue Date:<br>July 2018 | Author:                     |

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| <b>Post:</b>       | Senior Project Manager |
| <b>Reports to:</b> | Thelma Bryant          |

## Overview – The company

CPMS is one of the UK's leading providers of Project Management services to the rail industry. The business was established in 2012 and has grown very quickly to £8.5m of sales and £2m of profit. This growth has been delivered through an entrepreneurial mindset alongside exceedingly high levels of client satisfaction, hard work, honest and transparent dealings and the delivery of well thought out client solutions.

Do you enjoy leading a team, multitasking and problem solving? We're looking for someone to manage a team, further develop strategic projects, develop and manage project plans whilst building strong relationships with clients. It's a varied and fast paced role that's fundamental to successful delivery. CPMS is a dynamic and flexible company with a 'can do' attitude where employees can reach their potential and grow with us.

## The Role

We are looking to recruit a Senior Project Manager on a fixed term contract for a minimum period of 12 months to lead two technical migration projects - Operational Property Asset System (OPAS) and Fault Management System (FMS) to a single consolidated platform. The projects will migrate existing data and processes from an existing platform to a new integrated solution including developing enhancement functionality to enable moving to a predict and prevent approach to maintenance and providing better value of information to the rail operating companies.


CPMS is currently working closely with key stakeholders to propose strategic options the migration of legacy systems and will be key in shaping the future technology and its enhancements.

## Key Accountabilities

- Accountability for delivery of all aspects of complex system and data migration projects
- Accountability for delivery of projects to time, cost and quality, in accordance with the applicable Rail industry standards.
- Drive engagement with key Stakeholders (client, internal programme, business change and 3<sup>rd</sup> party suppliers / partners) in preparing and maintaining definitions of the project requirements, design and delivery to BAU.
- Lead multi-disciplinary teams including commercial, programme controls, engineering, and others to identify solutions to client requirements and establish a robust baseline plan.
- Accountability for identify and monitor project risks (threats and opportunities), plan and implement mitigations to them, and respond to other issues that affect the project.
- Establish and drive resource allocation plans required for delivery of the projects including securing resources internal and external suppliers.
- Establish and drive project reviews throughout the project lifecycle in accordance with the programme governance framework.

## Attributes

- Proven leadership experience with the ability to optimise team performance and effectively manage Stakeholders at all levels
- Proven experience of project management disciplines within a technology environment including experience of Managing Successful Projects (MSP) and Software Development Lifecycle (SDLC) methodologies
- Proven experience with delivery of systems migration projects with particular emphasis on high volume data migrations

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- Excellent analytical and problem-solving abilities with experience of process mapping and process improvement techniques. Lean Six Sigma experience desirable
- Excellent relationship management skills with the ability to engage, communicate, influence and manage key stakeholders and suppliers (internal and external)
- Proven experience in changing a strategy to reality through use of business change and user engagement techniques
- Results orientated with ability to plan and deliver against project deadlines
- Commercially and financially astute with experience of managing budgets
- Rail or Technical / Engineering Background highly desirable

We at CPMS are an Equal Opportunities employer and we recognise the value of a Diverse Organisation. CPMS appreciate all job applications. If you decide to apply for an opportunity at CPMS, your application will be assessed based purely on your experience, the essential and desirable criteria and your suitability for the role. We value each and everyone's contribution as this builds our culture and means, if you work for CPMS you will be included, listened to and respected.

| Briefed by:  | Name: | Signature: | Date: |
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| Post Holder: |       |            |       |
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| Deputy:      |       |            |       |
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