

## Job Spec: Project Manager

### About Contigo

Contigo is an established software company specialising in developing packaged and bespoke applications for the Energy and Utilities industries. The company has developed a suite of application software, including the enTrader ETRM application.

The company has a growing list of projects under a programme that includes several blue-chip energy clients, and is looking to extend the project management capability to meet this increased demand.

### Job Description

To become a key member of the project delivery team working on package application implementations and custom software delivery projects. You will need to be a self-starter, willing to work hard and be able to fit in well with a small team. You will be responsible for the successful delivery of projects based on both internal and client metrics.

The roles and responsibilities will be:

- To proactively manage projects on a day-to-day basis
- Provide effective leadership of the project team
- Prepare realistic and achievable project plans
- Actively monitor and progress project actions
- Actively monitor and mitigate project risks, issues and dependencies
- To maintain good project communication with all stakeholders
- To effectively negotiate with project stakeholders
- To effectively plan and schedule project resources
- Ensure that projects are delivered to time and budget
- Ensure company and project standards are adhered to
- Ensure the project scope is well defined and deliverables are clear and unambiguous
- Prepare project status reports to internal and external stakeholders
- To maintain a good working relationship with all stakeholders
- Work closely with the commercial team and contract manager to ensure commercial success
- Effectively manage changes to the project through an agreed change process
- Identify opportunities for increasing client satisfaction
- Identify opportunities for additional business with clients
- Identify opportunities for process improvement and efficiency
- Track and Report project time spent, highlighting deviations from agreed tolerance
- Track and Report project costs, highlighting deviations from agreed tolerance
- Ensure effective project conclusion, including handover to operational support, and ensure lessons learned are recorded

## Requirements Matrix

Be Prince2 Practitioner Certified	Essential
Educated to degree level, ideally in computer science, software engineering, or a related discipline	Essential
Have at least two years' experience in delivering £100k - £1m projects	Essential
Have experience in delivering package software implementation projects	Essential
Have experience in delivering custom (bespoke development) software projects	Essential
Demonstrate an ability to meet the roles and responsibilities above	Essential
Have at least two years' experience in managing a project team of up to 10 people	Essential
Familiarity with both package and bespoke software project delivery	Essential
Be competent with project planning using Microsoft Project 2007/2010.	Essential
Able to travel to client sites in the UK and overseas	Essential
Be familiar with Energy Trading and ETRM software	Desirable
Worked within the energy industry	Desirable
Have a full clean driving license	Desirable

## Benefits

As well as the chance to work in a dynamic, growing company delivering the most modern and exciting application software in the sector, Contigo offer a range of benefits, including:

- 24 days annual leave plus bank holiday (plus bonus 3 day Christmas shutdown subject to performance)
- Contributory pension scheme
- Company iPhone (or equivalent)
- The opportunity for occasional home working
- Regular company-sponsored team events

## Salary and terms

40 hours per week, market rates depending on skills and experience. Guideline salary is £37,000 p.a.

## Location

The role will be based at Contigo's main offices at Blythe Valley Business Park, Solihull, West Midlands. We are 2 minutes from the M42 J4.

Given the client-focused nature of the projects, travel to client (and prospective client) sites within the UK and overseas will be part of the role.

## Application

Please send a detailed resume/CV with a covering letter and any references you may have to:

Debbie.Dunnion@contigo.co.uk

or

Debbie Dunnion

Contigo Limited

Blythe Valley Innovation Centre

Blythe Valley Park

Solihull

West Midlands

B90 8AJ