



## Project Manager

### The Company

PD Ports is a leading UK ports business offering end to end supply chain solutions, employing over 1200 people in the UK. With headquarters based in the North East of England, PD Ports operates at many key UK ports and logistics centres.

### The Role

You will be part of the Change & Delivery team that sit within the Group IT function of the business and the role will report into the Change & Delivery Manager. Your role as a Project Manager will mean you are responsible for working directly with the business to successfully deliver projects from initiation to closure; making effective use of the necessary resources and skills, and adhering to project organisational governance and control requirements.

The Change & Delivery team is composed of project and system specialists who have a strong business improvement focus, and the collective ability to combine data, information and practicality to efficiently translate ideas into decisions, and then into actions. It is a transversal team and who are responsible for the delivery of some of the key strategic projects and improving performance by optimising business processes.

### Responsibilities:

- Accountable for delivery of assigned projects to agreed criteria to optimal time, cost, scope and quality and utilising appropriate and agreed project methodology.
- Identifies, assesses and manages risks to the success of the project. Escalates risks / conflicts and provide proposals to effectively address them. Applies robust risk, issue and change controls.
- Effectively estimates costs, timescales and resource requirements, securing resources and building realistic / optimised plans for the successful delivery of the project(s) to the agreed scope and budget. Monitor and track all activities and takes action where these deviate from the plan.
- Manage third parties and suppliers to meet all project goals within agreed costs, time and quality criteria.
- Provide effective leadership to the project team, shaping the team, motivating team members to achieve their project objectives and develop their skills and experience.
- Effectively manage, influence and motivate all Stakeholders and Sponsors to ensure full understanding, commitment and engagement to the project goals.
- Actively represents the project team, ensuring that effective relationships are built and maintained with the business and provide accurate and timely reports.
- Develop detailed project plans and associated governance documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear manner.
- Create regular status reports for stakeholder and project team information.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.

- Coach, mentor and motivate project team members and contractors, and influence them to take positive action and accountability for their deliverables – self-organising team.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project retrospective meetings to ensure continual improvement of the Project team.
- Input into and develop best practices and tools for project execution and management within the PM function.

### **Skills & Competencies:**

- Solid understanding of project management principles, methods, techniques and tools and project lifecycles.
- Experience of budget management and the ability to make decisions.
- Strong relationship management skills and ability to build successful relationships with internal and external customers.
- Proven experience and ability to lead and motivate teams in delivering results.
- Proven experience of managing relationships with third parties.
- Experience of budget management and the ability to make decisions.
- Excellent interpersonal and communication skills.
- Ability to manage and develop people effectively.
- Experience of influencing Senior Management population.
- Displays the Team Leadership Dimensions of Focus On The Customer, Share To Succeed, Results Orientation, Change Leadership, Team Leadership, Strategic Vision, Building Capability and promotes the PD Ports Values.
- Ability to problem solve and challenge where appropriate.
- Experience of working with teams in multiple locations.
- Able to build strong relationships with key stakeholders in order to truly understand the underlying needs of the business.

### **The Candidate**

- Experience working in a Port or Logistic environment preferred.
- Preferable - Accreditations in a Project Management discipline (practitioner level, e.g. DSDM Atern, Certified Project Manager, APMP, Prince2 Practitioner. Solid understanding of project management principles, methods, techniques and tools and project lifecycles (Waterfall/DSDM)
- Or, experience in Project Management Disciplines

If you feel you have the necessary skills to undertake this challenging role please send applications in writing, detailing any relevant experience and current salary, to:

**Group HR Department  
PD Ports Ltd  
17 – 27 Queens Square  
Middlesbrough  
TS2 1AH**

Or via email to [hradmin@pdports.co.uk](mailto:hradmin@pdports.co.uk)

**Closing Date:**

**Friday 17<sup>th</sup> July 2020**