

## Project Manager Job Description

Job Title:	Project Manager	Reporting to:	Senior Project Manager
Business Unit:	Nuclear Skills Delivery Group (NSDG)	Direct Reports:	None
Key Contacts:	Senior Project Manager Programme Operations and Planning Lead Programme Delivery Integration Lead Nuclear Skills Programme Review Group Industry Project Leads	Location:	Hybrid
Date Created:	May 2024	Date Revised:	July 2024

### Job Purpose

The Nuclear Skills Delivery Group (NSDG) is expanding its operations to include the letting of contracts to third parties to manage the delivery of a number of workstreams and associated projects forming part of a significant programme of work designed to address and resolve the most pressing skills issues affecting the nuclear industry. This is a large-scale project which is national and industry wide with strong collaboration from all. This project has been commissioned to provide solutions to the industry's critical skills shortage and to build skills and talent to support the industry's future, working alongside the industry's most senior leaders.

The NSDG Project Manager will work closely with the Senior Project Managers and Industry Project Leads to deliver a portfolio of projects designed to address the most critical skills challenges for the nuclear sector. This will involve ensuring that projects are delivered in accordance with industry expectations and requirements, plans and controls are adhered to, progress is tracked, milestones achieved.

### Key Accountabilities

- Work as part of a team to ensure projects are delivered in accordance with plans and that progress is reported through to the Programme Operations and Planning Lead in accordance with the programme governance schedule.
- Identify and manage project issues and risks and ensure that they are resolved/mitigated with minimal impact on project plans.
- Work with the programme delivery team to ensure KPIs, outputs and desired benefits and outcomes are identified, monitored and delivered.
- Support decision making in respect of any desired or planned material changes to the project.
- Build productive relationships with colleagues, Industry Project Leads and contributors to the programme, working in collaboration with cross-organisational teams to drive and progress projects in accordance with plans and desired outcomes and benefits.

We Care



We Speak Out



We Welcome



We are Enterprising



- Be committed to and an ambassador for the programme values to deliver excellence and operate professionally, meeting deadlines, requests for information and delivering against stakeholder expectations and requirements at all times.
- Work with the programme leadership team to review and continually develop and improve our approach to project and programme management and delivery.
- Be a respected point of contact about the projects for key stakeholders across the nuclear sector.

### **Key Performance Indicators**

- Effective, accurate and timely programme reporting.
- Positive feedback from industry project leads and key stakeholders.
- Cogent recognised by stakeholders as an advocate for good project/programme management practice.
- Cogent able to effectively and successfully compete in future ITT for this service.
- Cogent recognised by stakeholders as exponents of excellence in programme delivery ensuring they are able to effectively and successfully compete for future programme management services.

### **Essential Knowledge Skills and Qualifications**

- Proven experience in project management within a complex, public/private sector environment, preferably in a related industry (project management, nuclear, energy, engineering).
- Strong understanding of Project Management methodologies and techniques and how to deploy them according to the needs of the project/programme.
- Understanding of contract letting to deliver services to support project delivery.
- Excellent influencing and communication skills.
- Ability to analyse complex information and make informed decisions.
- Ability to effectively adapt and deploy good practice in project management to support the delivery of large-scale projects and programmes.
- Ability to draft board level reports.
- Commitment to and drive for excellence.

We Care



We Speak Out



We Welcome



We are Enterprising



**Further Information:**

NNSPS	National Nuclear Strategic Plan for Skills
NSDG	Nuclear Skills Delivery Group
PM	Programme Manager / Management
DPL	Delivery Project Leaders
NSST	Nuclear Sector Skills Team
NSEC	Nuclear Skills Executive Committee
SRO	Senior Responsible Owner

**Please Note:**

This job description is not intended to be all inclusive. You may be required to undertake other related duties as negotiated to meet the ongoing needs of the business unit.

We Care



We Speak Out



We Welcome



We are Enterprising

