

Project Manager

Vacancy

Cogent have an exciting opportunity for a Project Manager to support the delivery of a portfolio of projects that meet the aims of the Plan.

Reporting to the Senior Project Manager, the purpose of this role is to provide project management support to NNSPS Project Leads and ensure that plans and controls are in place, progress is tracked and reported, suppliers secured, milestones achieved and project management processes adhered to.

Remuneration Package

- Salary circa £35,000 to £40,000 per annum dependent on experience
- FTC to 30th March 2025
- Contractors will be considered
- Pension – employee contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working – expect to attend the Warrington Office approximately 2 days a month or as required.
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

Key Accountabilities

- Ensure, in collaboration with Project Leads, that projects are delivered in accordance with plans and that progress is reported through to the Nuclear Skills Delivery Board (NSDB) and stakeholders.
- Ensure project reporting is adhered to and progress reports produced in accordance with the reporting schedule and programme requirements.
- Identify and manage project issues and risks and ensure that they are resolved or mitigated with minimal impact on the project plans.

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- Identify, review and support decision making in respect of any desired or planned material changes to the project.
- Manage design and delivery of contracts associated with the procurement of suppliers and successful completion of the project.
- Build productive relationships with internal colleagues, including marketing, programme management and procurement teams, and external stakeholders across the sector.
- Working in collaboration with teams across the Cogent Skills Group to identify opportunities, drive and progress projects in accordance with plans and desired outcomes and benefits.
- Work with the programme leadership team to review and continually develop and improve our approach to project and programme management and delivery.
- Work with Cogent Skills leadership to build and develop the organisation's project and programme management capabilities, fostering a culture of commercial excellence.
- Build and maintain knowledge of the nuclear sector, and the education and skills policy landscape.

Essential Knowledge Skills and Qualifications

- Proven experience in project management within a complex, public/private sector environment, preferably in a related industry (nuclear, energy, engineering, education).
- Strong understanding of Project Management methodologies and techniques and how to deploy them according to the needs of the project/programme.
- Experience of contract management and an understanding of commercial best practice.
- Excellent influencing and communication skills.
- Ability to analyse complex information and make informed decisions.
- Ability to effectively adapt and deploy good practice in project and programme management to support the delivery of large-scale projects and programmes.
- Ability to draft board level reports and ensure all stakeholders are kept up to date with progress.
- Degree or experience in a similar field.

Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the link: <https://www.cogentskills.com/about/work-for-us/>

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Please complete the Candidate Information Sheet and send together with a letter of application and your CV to human.resources@cogentskills.com by 6th December 2024 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion. Websites: www.cogentskills.com

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