

JOB DESCRIPTION

SENIOR PROJECT MANAGER

SIMPLY DO IDEAS

www.simplydo.co.uk

Simply Do Ideas is a fast-growing technology company providing a cloud-based, business-to-business (B2B) digital platform for idea capture, prioritisation and action. Our Software-as-a-Service (SaaS) technology is unlocking access to the best ideas to solve our biggest challenges across sectors such as healthcare, education and engineering. You can find out more about what we do [here](#).

We have an ambitious growth plan in place with significant opportunities for the right people. We are still small but thinking big. So, we need to recruit the best individuals who will play a key role in our present and our future success.

YOUR ROLE. SENIOR PROJECT MANAGER (SIX-MONTH CONTRACT)

We are looking for an operationally excellent leader to become our **Senior Project Manager**. Initially, this will be managing a product innovation project funded by Innovate UK. However, there is clear progression to an Associate Director of Operations following successful conclusion of this project (i.e. within 6 months).

This is an exciting opportunity to lead the project team in the successful delivery of a collaborative technology project. The project is a feasibility study focused on large manufacturing organisations and their supply chains (under Innovate UK's Manufacturing Made Smarter: Digital Supply Chains). Further information on the fund can be found [here](#).

YOUR RESPONSIBILITIES

You will be responsible for leading the management of this pioneering Innovate UK funded project. Our project partners are Cardiff University with additional stakeholders including blue-chip manufacturing organisations, solicitors and small-to-medium companies.

An indicative outline of responsibilities includes:

- Management of overall deliverables as set out in the Project Plan.
- Manage internal team (i.e. Simply Do Ideas) and wider project partner meetings (e.g. with Cardiff University).
- Communicate effectively and with gravitas across project team and with Innovate UK.
- Analyse and evaluate project performance on a weekly basis using recognised project management digital tools.
- Creating monthly project review documents for Innovate UK Monitoring Officer.
- Collating the information required for quarterly funding claims and ensuring submissions are made on time.
- Organise and assist with design sprint workshops and other project activity.
- Identify project resource requirements both personnel and equipment, and liaise with other senior project team members regarding project resource allocation.
- Seek to resolve project issues working at both process and technical level suggesting relevant approaches.
- Manage the revision process of the Project Plan (including Risk Register) and reviewing and adapting the project Exploitation Plan.

Ideally, you will have:

- Minimum 5+ yrs experience in senior project management.
- First-class operational management skills with the ability to see the big picture.
- Proven successful delivery of complex, multi-stakeholder projects.
- An understanding of any of the relevant project themes (e.g. software development, manufacturing or supply chain management).
- Excellent communication skills with ability to tailor appropriately for audience.
- Experience in applying formal project management methodologies (e.g. PRINCE2) in real-world environments.

- Experience in project risk analysis and management.
- Experience of setting up and managing project delivery using digital tools.
- Ability to work to tight deadlines and keep cool under pressure.

Please note: You must have the right to work in the UK to be eligible to apply for this role.

ABOUT YOUR FUTURE TEAM

We all have a deep passion for technology and innovation particularly in how these can combine to make our world better. If you care more about yourself than others then this isn't the company for you. We're more interested in recruiting people with the right values rather than just a skillset.

You can expect to work with colleagues that have a:

- High level of emotional intelligence and understanding of change processes.
- Hunger for learning and challenging own self-limiting behaviours to become better.
- Self-motivation and set very high standards including a strong attention to detail.
- Goal-driven mindset, who are resourceful and strategically smart.
- Positive outlook with a passion for problem solving.

SALARY AND ROLE EXPECTATIONS

- Salary negotiable depending on experience.
- 28 days annual leave per year.
- Fully remote and flexible working with paid work from home allowance.
- Macbook and tech pack (e.g. monitor, keyboard, etc.).
- Optional co-working space membership availability.
- Staff pension scheme with Legal & General (subject to qualifying period).

YOUR NEXT STEP

If you are interested then please email a link to your LinkedIn profile page or a copy of an up-to-date CV to careers@simplydo.co.uk You should also include the subject title as “*Senior Project Manager*”.