

JOB DESCRIPTION: PROJECT MANAGER

Turning Plans into Results

Are you a natural organiser, problem-solver, and relationship builder? Do you thrive on bringing people together, driving projects forward, and delivering successful outcomes for clients?

We're looking for an experienced Project Manager to lead and coordinate projects from concept through to completion, ensuring delivery on time, within budget, and to the highest quality standards.

What You'll Be Doing

As a Project Manager, you'll be the driving force behind successful project delivery, working closely with clients, consultants, technical specialists, and stakeholders.

Build Strong Relationships

- Engage with stakeholders at all levels of an organisation.
- Manage expectations and maintain clear communication throughout the project lifecycle.
- Collaborate effectively with internal teams, clients, suppliers, and programme leadership.
- Develop trusted relationships that support successful project outcomes.

Lead Projects End-to-End

- Manage projects from initiation through to closure.
- Develop project plans, schedules, work packages, and delivery roadmaps.
- Define project resources, roles, and responsibilities.
- Monitor progress and ensure projects remain on track.
- Coordinate project activities to achieve agreed objectives.

Drive Control & Governance

- Establish and maintain project controls, reporting, and governance processes.
- Manage risks, issues, dependencies, budgets, resources, and change requests.
- Produce project documentation, status reports, and performance updates.
- Escalate and resolve project challenges proactively.
- Ensure compliance with agreed project standards and methodologies.

Inspire Teams

- Lead, motivate, and support project teams.
- Foster accountability, collaboration, and high-performance behaviours.

Change for good.

- Encourage effective communication and teamwork.
- Create an environment where people can do their best work.

✔ Deliver Successful Outcomes

- Ensure projects meet agreed scope, time, cost, quality, and risk objectives.
- Manage project handovers and closure activities.
- Capture lessons learned and support continuous improvement.
- Contribute to organisational and client success through effective delivery.

🔍 What We're Looking For

Essential Experience & Skills

- Passion for delivering meaningful change, creating value, and making things happen.
- Experience working within project-focused environments.
- Experience implementing new systems, processes, or business change initiatives.
- Exceptional communication, stakeholder management, and relationship-building skills.
- Strong organisational, planning, and prioritisation abilities.
- Ability to remain calm and effective under pressure.
- Excellent written communication and reporting skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Flexibility to travel when required.

Desirable

- Degree qualification (or equivalent experience) in Business or a related discipline.
- Project Management qualification (PRINCE2, APM, PMP, or equivalent).
- ITIL Foundation certification.
- Experience working within public sector, higher education, or complex service environments.

How to apply

If you're looking for a culture of openness, authenticity, flexibility, fairness and progression, and have experience in project management, drop us a message and a copy of your CV to info@entecsi.com.