



## Job Description

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**Job Title:** Project Manager (New Systems)

**Location:** Bournemouth, South West England

**Department:** Client Services

**Duration:** Permanent appointment (pending satisfactory completion of the probationary period)

**Normal working hours per week:** 37.5 (some flexibility will be required to ensure that deadlines are met)

**Main Purpose of the Job:**

- To project manage the delivery of the New Systems technology to new and existing customers within defined timescales and to agreed quality standards.

**Key responsibilities:**

- To undertake all aspects of project research, planning, delivery and evaluation.
- To liaise effectively with the IT team and clients to identify key milestones and ensure the effective flow of communication between the provider and client.
- To provide regular internal monitoring and evaluation reports and to adjust plans accordingly.
- To monitor and manage expenditure within agreed budgets.
- To identify and ensure key quality standards.
- To write and present regular updates to client and senior management.
- To provide ongoing operational support to the project, including proof reading reports and updating the website.

**Key contacts:**

- Internal: Managing Director, IT Team, New Systems Support Staff
- External: Clients from SME's throughout the UK

**Challenges:**

- The key challenge is to agree specific, measurable, achievable, realistic and time bound objectives internally and to communicate these to clients so that they have realistic expectations that can and will be met within deadlines and budget projections.

**Responsible for:**

- The New Systems budget
- Effective interdepartmental working
- Client satisfaction

**Responsible to:**

- The Managing Director

**Additional information:**

- The post holder will be required to travel throughout the UK, with the possibility of occasional overnight stays.
- The post holder must, at all times, work with due regard for STAR-LITE's Health and Safety Policy and must uphold STAR-LITE's Dignity, Diversity and Equality Policy Statement.
- The purpose of the Job Description is to indicate the general level of responsibility for the position. The duties may vary from time to time without changing the general character of level of responsibility of this position.