

PLATINUM M3DIA LONDON – JOB DESCRIPTION



COMPANY SUMMARY

Platinum M3dia London (PML) was established back in 2019. The company was set up to provide affordable: Outdoor Advertising, & Website Development/ Mobile Apps services to businesses in any part of the UK.

At PML is different because they provide bespoke services unique to its client's brand. What is of great importance to PML is to ensure that, all clients get the best value irrespective of your business size or budget.

The approach we have taken over time constantly delivers rapid growth within our client's business enabling us to build our reputation within various business sectors.

WHO CAN APPLY?

Anyone who has the skillsets we need. Who is based in or Out of the UK and available to commute 2 days a month to either the Kent Office or to the London office.

Sponsorship is available for this role.

ROLE SUMMARY

The Project Manager will be responsible for delivering the project, with authority and responsibility from the Project Board to run the project on a day-to-day basis.

Expected Duties:

- The project manager is the individual responsible for delivering the project.
- The individual leads and manages the project team, with authority and responsibility from the project board, to run the project on a day-to-day basis.
- As well as the formal responsibilities set out in methods such as PRINCE2, the project manager must be able to be the interfacing between the project and the business area.
- The readiness of the business to exploit the new capability is crucial to success. Without this state of readiness in the business, there are likely to be disruptions.
- Preparing and maintaining project, stage and exception plans as required
- Managing project risks, including the development of contingency plans
- Liaison with program (if the project is part of a programme) and related projects to ensure that work is neither overlooked nor duplicated
- Monitoring overall progress and use of resources, initiating corrective action where necessary
- Applying change control and configuration management processes
- Reporting through agreed lines on project progress through highlight reports and end-stage assessments
- Liaison with appointed project assurance representatives to assure the overall direction and integrity of the project
- Maintaining an awareness of potential interdependencies with other projects and their impact
- Adopting and applying appropriate technical and quality strategies and standards
- Identifying and obtaining support and advice required for the management, planning and control of the project
- Managing project administration
- Conducting a project evaluation review to assess how well the project was managed.

SKILLS

The project manager should be able to:

- Apply a PRINCE2 project management approach to the specific requirements of the project
- Establish a good working relationship with the Senior Responsible Owner
- Direct, manage and motivate the project team
- Develop and maintain an agreed project plan and detailed stage plans
- Understand and apply business case and risk management processes
- Tailor expert knowledge to meet specific circumstances
- Plan and manage the deployment of physical and financial resources to meet project milestones
- Build and sustain effective communications with other roles involved in the project
- Apply quality management principles and processes

**EDUCATION/
QUALIFICATION**

BA Hons, Prince 2 Practitioner

BENEFITS

Role Type: Permanent- Hybrid (2 Days on site per Month)

Salary: £40,500 per annum

25 days paid holidays