



JOB DESCRIPTION: SENIOR PROJECT MANAGER

1. SECTION 1: ROLE PROFILING

Job title: Senior Project Manager

Department: Archaeology

Job purpose: To deliver successful and profitable projects and to effectively direct the team

Contract duration: Permanent

Grade: Associate level

Reports to: Director (Archaeology)

Current Base (location): London office (Farringdon) with site-based working as and when required. Flexible working arrangements available.

2. SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES

The role of the Senior Project Manager is to:

- Manage archaeology and historic environment projects from initiation to completion in accordance with the agreed budget, project scope and programme;
- Manage and deliver own profitable fee-earning project portfolio and pipeline;
- Manage archaeological field work;
- Share own archaeological expertise with other members of the team;
- Lead and inspire team members to work coherently as a team, leveraging expertise and resources from the wider business;
- Support team members in the delivery of their projects by providing skilled, effective technical reviews, and assurance advice;
- Line Manage and support the training and development of individuals in the team;
- Develop and manage excellent working relationships with existing clients, Iceni departments, and archaeological advisors, local authorities, other third parties and to develop new client relationships;

- Represent the business through wider sector initiatives, showing strong leadership and technical expertise; and
- Ensure compliance with commercial and operational governance processes, and risks are minimised.

Key activities

- Business Development;
- Draw up, present and negotiate competitive proposals;
- Liaise and cultivate good relationships with clients and fellow professionals;
- Build relationships with other departments with a view to create joint business development opportunities;
- Take responsibility for projects from the earliest stages through to completion;
- Prepare/conduct presentations at meetings;
- Communicate and negotiate effectively with clients and colleagues;
- Effective financial management of projects to ensure profitable delivery;
- Team building;
- Management of junior staff (with successful growth of the team);
- Maintain an awareness of market conditions and the impact of government policies;
- Keep informed about documents relating to relevant policy and practice;
- Attend external events to create local contacts and identify business opportunities.

3. SECTION 3: GENERAL RESPONSIBILITIES

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)