

## Job Description and Role Profile

**Job Title:** Project Manager (Liverpool 5G)

**Responsible to:** Project Director

**Responsible for:** Project Administrator

**Hours:** 3-4 days per week, flexible working.

**Contract length:** To project end, 31/3/2022

**Salary/rate:** Freelance, £250 - £300 per day, dependent on experience

**Location:** Liverpool based with some travel required.

### Main Purpose of Job:

To manage the *Liverpool 5G Create: Connecting Health and Social Care* project, under the direction of the Project Director. To work collaboratively with all project partners to monitor progress. To provide regular updates and monitoring data to DCMS as the project funder.

### Key Responsibilities/Duties:

- Ensuring successful delivery of the project to meet contract requirements
- Managing the day to day operation of the project
- Producing and maintaining the project plan
- Maintaining the risk register
- Monitoring progress of all partners and subcontractors
- Managing and collating financial claims on a quarterly basis
- Providing monthly update reports to the Project Board
- Providing regular update reports and responding to queries from the contract funder
- Ensuring that events and dissemination activities are coordinated, recorded and take place
- Setting up systems for reporting and documentation requirements to be agreed with the partners
- Managing the day to day operation of the project
- Working with project managers across partners to create a coordinated approach
- To follow Equality and Diversity, Data Protection and other relevant procedures
- Any other duties, as required

### Knowledge, Skills and Experience

Essential:

- PRINCE2 Qualified
- Experience of managing complex technology development projects
- Experience of managing public sector contracts/grants
- Experienced in using project planning tools
- Good at making and fostering relationships at all levels - working with partners and other stakeholders

Desirable:

- Understanding of Health and Social Care Systems