

Job Description

Consultancy Project Manager Fixed Term Post (Maternity Cover to January 2026)

Reports to
Senior Project Manager

Job Purpose:

The Consultancy Project Manager will report to the Senior Project Manager and will have responsibility for project delivery across several consultancy projects. The successful candidate will be involved in all aspects of the project lifecycle with a focus on implementing accurate reporting and detailed invoice tracking. This will include maintaining complete control on the project schedule, budget and risk issues.

As well as project development and delivery, the post holder is responsible for senior stakeholder management and development of the project management service to meet internal and external client needs. They are expected to be self-sufficient and require minimal supervision.

Key Duties and Responsibilities

Management responsibility for the successful development and delivery of a portfolio of projects including responsibility for overseeing the work of the project co-ordinators.

Develop effective working relationships with UCLC colleagues as well as internal and external stakeholders to deliver corporate goals and projects.

Be accountable for the development and maintenance of project documentation including objectives and actions, operating procedures, project plans and logs, internal and external financial and progress reports, and the creation of other required management methods and templates.

Undertake complex reporting including data auditing and reviewing processes to ensure high accuracy

Liaise with internal and external stakeholders to co-ordinate the implementation of individual project tasks including monitoring all project milestones.

Ensure robust contract, performance and financial management across projects, ensuring compliance with all contractual aspects and policy requirements.

Ensure all project members are familiar with internal procedures and structures through induction sessions and day-to-day guidance.

Provide regular and ad-hoc information, both written and verbal, to project stakeholders.

Support the preparation of tender documentation, costing and pricing and/or contractor selection.

Feed into Project Management Resourcing Plans.

Support colleagues in facilitating external communication related to projects.

In carrying out the above duties the Project Manager is expected to:

Work expeditiously and with professionalism to ensure the business is organised efficiently;

Maintain absolute confidentiality regarding sensitive personnel, financial and commercial information;

Adhere to UCLC policies including organisational standards, Financial Regulations and Equal Opportunities;

Maintain an awareness and observation of Fire and Health & Safety Regulations;

Maintain an awareness of UK General Data Protection Regulations and apply where necessary; and

Participate in staff meetings and training as required.

In addition the post holder will be expected to carry out any other duties and responsibilities within the scope, spirit and purpose of the post and its grading as requested by the line manager.

Note: The duties described above reflect the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the post holder.