

JOB TITLE:	Project Manager
ISSUE/DATE:	Version 3.0 20/05/2010
RESPONSIBLE TO:	Delivery Manager/Principal Consultant
JOB BAND:	2
OVERVIEW OF JOB:	Responsible for leading teams in delivering viable, quality solutions that meet client needs whilst developing team members and achieving targeted profit margins. Will be comfortable in handling client relationships whilst protecting the future interests of Kainos. Will be aware of all relevant internal reporting cycles and comply in a timely and accurate fashion.
SUMMARY STATEMENT OF JOB:	<ul style="list-style-type: none"> ▪ Responsible for managing all aspects of a project (Development and/or Implementation) from initiation to completion, delivering agreed solutions on time, to budget and fit for purpose. ▪ Manages the project relationship with the Client and 3rd-party suppliers, ensuring that expectations are managed proactively and any issues arising are dealt with promptly and appropriately. ▪ Manages and motivates the Kainos project team ensuring that all have clear objectives, receive regular feedback on performance and have timely, honest project appraisals completed. ▪ Responsible for achieving targeted project profitability and for accurate, timely reporting of all project variables. ▪ Ensures that all Kainos project management and quality standards are adhered to throughout the project lifecycle. ▪ Assists the future growth of Kainos by identifying and taking appropriate action on opportunities for additional business. ▪ Has a clear understanding of the contract and commercial terms applying to the project and ensures that Kainos is not compromised by non-compliance. ▪ Provides timely effective pre-sales support and solution development as required. ▪ Takes responsibility for devising and costing viable, winning solutions, working closely with the Kainos sales team. ▪ Complies with all confidentiality and non-disclosure policies and/or agreements and ensures security of information at all times. ▪ Complies, and ensures team members comply, with all confidentiality and non-disclosure policies and/or agreements and ensures security of information at all times.
LOCATION:	Based in a Kainos location but required to work on client site whenever appropriate.

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EXPERIENCE AND CAPABILITIES:	<ul style="list-style-type: none"> ▪ Minimum of 6 years experience in a development environment with at least 2 years demonstrable success in a project management or team leading role (or consulting equivalent). ▪ Direct experience of at least 2 development disciplines (analyst, coder, architect, tester, etc.). ▪ Experience of at least 2 business applications environments (e.g. CRM, eBusiness, ERP, etc). ▪ Broad technology experience and a sound awareness of technology trends and their potential impact on current & future projects. ▪ Experience of working with at least 2 different clients and demonstrable evidence of building sound client relationships. ▪ Experience of creating and working to project plans together with handling change controls. ▪ Sound communication skills including formal presentations. ▪ Strong commercial awareness and sound understanding of project dynamics. ▪ Experience of adhering to project management disciplines and quality standards. ▪ Ability to manage and motivate team members and lead by example. ▪ Strong ability to make sensible decisions under pressure taking a balanced view of client demands and Kainos commercials. ▪ Ability to work to tight deadlines.
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> ▪ Affable, credible and can communicate effectively with clients and colleagues, including formal presentations. ▪ Excellent interpersonal and negotiating skills. ▪ A good team player capable of delivering results in less than perfect circumstances. ▪ Mature, non-confrontational style. ▪ Quality focused. ▪ Highly flexible (including willingness to work away from home base). ▪ Articulate, enthusiastic, responsible, logical and thorough. ▪ A positive “can do” attitude towards the commercial, technical and staffing challenges facing Kainos.