

Job Description

Junior IT Project Manager

Novatia designs and delivers high quality ICT solutions for new school building projects. We work with main build contractors to ensure that ICT solutions are fully integrated within the overall design and then delivered to time, budget and quality.

We are recruiting a Junior Project Manager to join us, initially based in Winchester supporting the team, with flexible remote working available once training is complete.

Job Title	Junior Project Manager
Location	Winchester Office during training period with hybrid working available once complete
Hours	Full Time, Monday to Friday
Role	Permanent contract with an immediate start available

Who are we looking for?

First and foremost, we are looking for a 'Novatia Person'. Broadly, this is someone who has a desire to learn, to develop themselves, is driven to deliver high-quality products and services, and adheres to the Novatia values.

As this is a technical Project Manager role, you will have an aptitude for soaking up technology.

In addition to being a 'Novatia Person' we typically look for the following experience and qualifications:

Experience		
Have worked in an office or as part of a team	Delivered ICT project work, or other technology type projects.	Probably up to a couple of years since gaining your degree.

Qualifications and Technical Skills		
Degree level qualification in any subject <i>Desirable</i>	Competent IT skills <i>Essential</i>	Full UK Driving License <i>Essential</i>

We will support you as you move through training (Levels 2 and 3), to become a Project Manager (Level 4).

Project Management Levels

Level 2 – Supporting the Project Management Team

- Maintain project information to ensure accurate data is available to the team and managers.
- Provide reports to the team to support the delivery of high quality outcomes
- Support to learn the specific technologies we use – e.g., Meraki, Aruba, Ruckus, hp, various Audio Visual solutions and web based telephone solutions.

Level 3 – Applying knowledge and working with the Project Management Team

- Support with the planning, scheduling and procurement of equipment and resource for the successful delivery of projects.
- Develop reports that support the team to manage clients.
- Research the market for tools, products and services to improve efficiency.
- Attend site to support the delivery of projects.

Level 4 – Delivering projects.

- Define, document and deliver your own projects to Novatia's processes and quality standards
- Agree the project approach with client stakeholders
- Monitor costs, time, quality and resource, taking action where these exceed agreed tolerances, including escalating where required.
- Carry out lessons learnt at the end of projects, and provide input to enhance processes for the benefit of all project managers.

Further Qualifications

We will support you obtain the following qualifications:

- Health & Safety – CSCS and SSSTS
- PRINCE 2 project management

What else?

- Other tasks as reasonably required by senior management
- Travel to client sites and overnight stays as required

Novatia is an equal opportunity employer.