

**Job Description**

Position: Project Manager

Reports to: Operations Director

**Role Purpose:**

As a Project Manager, you will work with the studio team to achieve successful delivery of projects. This will include removing obstacles or blockers to progress projects on an ongoing basis, and helping the team to be self-organising and take responsibility for successful outcomes.

* Enable the team to deliver, direct work from project, support and improvement backlogs as appropriate.
* Successfully deliver website builds and ongoing support projects to clients within budget, building accounts by delighting customers through results, manage efficient use of resources within a delivery pod by balancing good utilisation with team happiness.
* Help to grow a client account by working with Account Managers to identify opportunities to upsell future projects, as well as by maintaining a good quality of output and service.

**Role Responsibilities:**

* Manage and be responsible for the programme of works
* Coordinate and deliver multiple client projects of varying sizes at any one time
* Set realistic and practical goals for projects, and develop appropriate strategies to complete them
* Regularly report on project budget, risk and progress to both internal and external stakeholders
* Escalate project risks and issues to ensure they are mitigated
* Work closely with the finance team to ensure delivery of project within client’s financial commitment and to acceptance criteria
* Manage traffic within the pod to ensure work is scheduled effectively
* Balance risk to live website environments by considering and challenging potential impact and assumptions
* Attend client meetings and carry out requirements gathering workshops
* Encourage collaborative problem-solving amongst team-members
* Engender a good work ethic in others and encourage working-flexibility to ensure client deadlines are met by team
* Bridge the gap between developers, creatives and clients to maintain control of the direction of a project
* Act as a respected technical authority on digital projects by keeping up-to-date with relevant technology in the digital marketing sector
* Ensure the project team team records appropriate information in wikis, timesheets and project management systems
* Complete project documents, including
  + Handover meeting
  + Schedule of works
  + Contact reports/agenda setting
  + 360-degree meeting
  + Post-project questionnaire
  + Timesheets for projects
  + Project status reports

**Your Skills:**

* At least four years’ project management experience ideally within a digital agency environment
* Experience of key project methodologies including Agile, Hybrid and Waterfall project
* Experience of business analysis, and requirements workshops
* Understanding of design and UX
* A driven individual with high standards
* Proven people and leadership management skills
* Preference for collaborative problem solving
* Strong interpersonal skills to work and deal with individuals of various levels and backgrounds
* Good oral and written communication skills
* Ability to handle the pressure of a fast-paced environment, which may include dealing with difficult customers
* Ability to maintain a thorough understanding of procedures and policies
* Ability to make sound and logical decisions and choose appropriate courses of action based on parameters of the situation
* Ability to travel to maintain contact with clients, attend administrative meetings and training

**What characteristics does a typical Prodo Person have:-**

* **P**olite – but more than just surface level – respectful and compassionate to all
* **R**emarkable – smart, helpful, resourceful and effective with an innate curiosity and a life-long learner
* **O**pen – open and honest with themselves and others
* **D**oer – effective people who just gets stuff done, a sense of ownership resourceful
* **O**bliging – good-natured, friendly and helpful

This is a great opportunity to get into an established digital agency (we’re 19 years old), cut your teeth on some really exciting brands and develop your career ambitions. We are looking for someone who not only meets the personal requirements but also matches our company values – we’re a fun and friendly agency ambitious to innovate and grow further. If that sounds like you, we’ll be a great fit!

Location: Littleton, Chester

Type: Permanent

Salary Range: Up to £35,000

Benefits Package: Private Healthcare cover, 23 days holiday + bank holidays + your plus birthday off, flexible start & finish times, free Parking on site, subsidised onsite café serving breakfast, lunch and afternoon tea

Please send your CV with a cover letter to recruitment@prodo.com