



Job Description

Position:	Project / Program Manager
Directly reports to:	VP Operations
Reports (dotted-line) to:	
Direct reports:	None
Regularly interacts with:	CyanConnode management, colleagues, customers and partners
Primary location:	Cambridge, but with extensive travel to customer and partner sites as required by the projects
Travel requirements:	Regular travel to customer/partner sites around the world, face to face with customers and partners
Role description:	The role will include full planning and management of customer projects / deployments, overseeing all requirements and ensuring success of the project. It will involve extensive liaison with colleagues, partners, vendors and customers enabling good communication between all parties, critical to the success of the project. The role will be required to identify and find ways to resolve problems as soon as they arise, and will be required to oversee things from planning to go-live using your excellent communication skills, and providing regular detailed updates to all parties involved in the projects.
Primary responsibilities will include:	<ul style="list-style-type: none"> • Capturing, documenting and communicating customer requirements and expectations • Creating and communicating the project plan, risks and scope of work with external and internal stakeholders • Preparing and reporting of project status reviews with internal stakeholders, Identifying timelines, risks and issues with all live projects • Working with TD to allocate CyanConnode resource (field and factory) according to priorities • Maintaining effective customer relationships ensuring all issues are managed, and risks are mitigated, resulting in timely delivery of the project, ensuring repeat business from the customer.
Experience and skills required:	<p>ALL ESSENTIAL</p> <ul style="list-style-type: none"> • Project / Programme Management experience with IT/Telecom deployments

	<ul style="list-style-type: none"> • Knowledge and experience from smart metering projects/energy sector • Knowledge and experience of project management methodologies • Excellent communication and liaison skills • Proven technical skills and technical expertise (telecom/RF) • Exposure to handling software deployments • Good understanding / management of contracts • Good understanding of both the sales and delivery functions and good understanding of their linkages • Strong vendor and customer management experience
Personal attributes:	<p>Personal attributes should include,</p> <ul style="list-style-type: none"> • Critical thinking and decision making ability • Assertiveness - able to deal with people on all levels of an organization and do everything possible to achieve deadlines • Methodical and organised • Self-starter - able to work both alone and as part of a team, and be able to 'hit the ground running' • Willingness to take on responsibility • Technically inquisitive, eager to learn and advance specialist knowledge • Willingness to mentor peers and other team members (when appropriate) • Good ability to manage own time, work often with short timescales; • Ability to handle a reasonable level of timescale, quality and management pressure, consistent with working in a commercially driven environment • Willingness to work extended hours from time-to-time in order to achieve results
Working environment:	Working from Cambridge office and extensive periods at customer sites.
Qualifications:	<p>PMP Certification (or similar experience) Engineering and business qualification (BR/B.Tech) Management qualification desirable (eg MBA)</p>
Remuneration	<p>Generous package on offer Full Benefits to include medical insurance for you and family, and 25 days per annum holiday Opportunity to join a world class team in a fast-growing, emerging technology industry Stock options</p>
Date document compiled:	13/02/2017

This Job Description, along with any set objectives, form the basis of the position and will be used to manage the employee who carries out the role. In addition or as an alternative to the 'normal' responsibilities as described, the employee may from time-to-time be required to undertake, on a temporary or regular basis, additional duties within their capabilities as the needs of the Company's business may require.