



## Mid-Weight Technical Project Manager

- Based in Richmond, Surrey
- Permanent, full time
- £30- 35k+ depending on experience

Panlogic is a digital consultancy based in Richmond, Surrey. We are a team of ten and our open plan office is a relaxed, friendly but hard working environment. We offer a consultancy and design/build service and our clients include large government organisations, blue chip companies and charities. See more here: [www.panlogic.co.uk](http://www.panlogic.co.uk)

We have an immediate opening for a mid-weight Technical Project Manager. We're looking for someone that has had up to five year's experience delivering technical projects as part of a team. You'll be expected to own client relationships, work with internal and outsourced teams and run projects in an Agile manner. Experience with the public sector and the GDS Digital Service Standard would be a bonus but not essential.

If this is the role for you then please get in touch via [jobs@panlogic.co.uk](mailto:jobs@panlogic.co.uk)

### **Key responsibilities of the role include the following:**

#### ***Project Management***

- Deliver to tight timescales within budget
- Ensure that the final delivery of a project or solution matches (or exceeds) the exact specification
- Work closely with client services personnel or directly with clients to manage the brief, planning, delivery and maintenance of all projects
- Have an overview of the technical requirements of the client programme of work and the inter-relationships between the technical aspects of projects
- Produce the following: project plans; project proposals; PIDs; costings; requirements capture documents; needs analysis; user scenarios; scoping documents; information architectures; wire-frames; story-boards; and any other documents as required
- Agile or similar qualification / experience
- Strong communication skills
- Propose adjustments to scope of work where necessary to meet commitments
- Make accurate predictions of project timings and costs
- Ensure that all projects are properly wrapped-up, packaged and handed-over
- Assess third party solutions and/or oversee contractor's work
- Accurately track time of the project team and own time and report this (as required)
- Assess technical development work and ensure that it will deliver to specification

#### ***Technical***

- Take part in and develop (as required) technical scoping, specification and implementation of: technical architectures; functional requirements; functional specifications; technical specifications; use cases; process flows, data modelling, Information Architectures, testing documentation (inc. test scripts, device testing etc.)
- Able to translate from business requirements into functional / technical document correctly and clearly
- Choose appropriate technologies for client/Panlogic solutions
- Be aware of technology to provide an appropriate level of application security
- Offer advice on server hosting/configuration and other related technical matters