

## *Job Advert*

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### **Job Summary**

Astun Technology is looking for a highly motivated Project Manager to oversee the delivery of geospatial solutions to our public and private sector customer base and to support the development team in product delivery using Agile methodologies (Kanban).

The role itself will be tailored to the level of experience of the successful candidate. Options are available for this to be either an independent management level role for any candidates with significant existing Project Management experience or a supervised entry level role ideal for Project Administrators wishing to gain career experience.

In this role, you will need to have a keen eye for detail, excellent communication skills and be great at prioritising your own objectives alongside the developers, testers and consultants that you will be working with.

The primary objective of this role is ensuring the successful delivery of customer facing projects, either implementations of iShare, our core product, or bespoke solutions built to solve customer problems using Geographic Information Systems (GIS) and the power of geography. You will be responsible for coordinating the activities of our implementation consultants, software developers and testers and working collaboratively with project managers and stakeholders in our customer accounts.

When not undertaking core project duties and stakeholder management you will work with the Head of Operations to ensure all projects are billed correctly, resolve internal resourcing challenges and build long term resourcing forecasts / models.

The role is home based and you will be able to work remotely from anywhere in the UK. Astun will set you up with a work station, multiple monitors, laptop, wireless devices, phone, web cam (all the gadgets) to help you to work effectively from home, although occasional travel within the UK can be expected from time to time.

### **Job Details**

We are looking for candidates with a good knowledge of project management methodologies and a proven track record of managing multiple competing projects concurrently.

Some of things you'll be responsible for include:

- Managing the delivery of billable customer projects of varying size (typically between 10 and 50 days) and occasionally 100+
- Co-ordinating the scheduling of all consultants time on projects
- Maintaining project management documentation and artifacts (project reports / trackers, customer call notes etc)
- Managing and resolving project risks and issues
- Liaising with finance on project invoicing and month end financial recognition
- Forecasting monthly billings and resource utilisation
- Coordinating requests for consultancy support from other internal stakeholders (e.g. sales)
- Managing follow up actions from the sales team
- Scheduling Astun training courses and managing delegate correspondence
- Chairing internal weekly projects call

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### **Skills and experience**

In addition to being an enthusiastic self starter, we'd like you to:

- Have great interpersonal & communication skills
- Excellent written skills, with emphasis on clear and concise style
- Enjoy working with customers
- Have full project lifecycle experience
- Be commercially astute and excellent at scope management
- Be extremely well organised and confident helping others to prioritise
- Be confident with complex IT projects and implementation programmes

Experience of the following is highly desirable but not essential:

- Atlassian product suite (Confluence and JIRA)
- Geographic Information Systems (GIS)
- Formal project management methodologies (e.g. PRINCE2)
- Experience in Agile development methodologies (e.g. Scrum; Kanban)
- Experience working with public sector organisations (especially local government)

### **Benefits**

You will join a varied and experienced team of experts at the UK's leading open source GIS consultancy.

Astun prides itself on its empowering, supportive, friendly and flexible culture which offers opportunities to develop and learn new skills.

In addition to a competitive salary between £25,000 and £45,000 subject to experience, company pension, annual bonus and up to 25 days holiday per year plus public holidays.

Astun is a member of the Equality Register and as such an Equal Opportunity employer.

### **Additional information**

You will work remotely from home or suitable coworking space. Occasional travel to client sites and conference events anywhere in the UK may be required, including where appropriate, overnight stays.

In addition Astun 'company hacks' are held over several days midweek between three and four times per year, where colleagues meet at venues across the UK to collaborate on work projects and socialise informally in the evening. A valid UK driving license is not essential, but would be beneficial.

The role is intended as a full time post, with flexible working hours. However consideration will be given to applicants interested in a part time role.

All employees are BPSS checked on commencement of employment.

### **Application details**

If you would like to apply for this position please send your CV and covering letter to [jobs@astuntechnology.com](mailto:jobs@astuntechnology.com) with 3 reasons why you would be perfect for this position. If you already have contacts who work at Astun, please still apply via the jobs@ address to ensure that all applications are treated equally, fairly and in line with our recruitment policies.

**This is a direct appointment - NO AGENCIES PLEASE**