

## PARTNERSHIPS & PROJECT MANAGER

<b>Salary Group</b>	Operations Manager
<b>Why your role is important</b>	One of the key components of UMi's success to date is the fact that we believe we can achieve more together than we can apart, therefore we place great importance on partnership. A feature of powerful partnerships is transparency, rigour and reliability which we deliver through exceptional project management.

## MAIN RESPONSIBILITIES AND KPI'S

- Always uphold the ART of UMi in all that you do.
- When you see an opportunity to do so, use your skill, experience, and personal characteristics to support projects and activities outside of your core role.
- Be an advocate of UMi through active involvement in promotional and marketing activity and through broader networking and introductions.
- Uphold our commitment to people, planet and profit by consistently operating to UMi's policies, standards and ethics.
- Manage the achievement of contractual obligations
- To develop and maintain productive and supportive relationships with customers, brokers and partners, providing information on performance, preparing regular reports and management information, participating/leading in project management meetings
- Use your skills, experience, and personal characteristics to stimulate demand for UMi's project and broader services.
- Use your expertise and insight to inform investment and continuous improvement.
- To undertake field based quality assurance activities.

## THE ART OF UMi

Our values and beliefs

- **Adventurous** – our adventures take us far and wide – they're tough and exciting but we are fearless and open-minded about where they might lead.
- **Responsible** – we share a collective responsibility to each other, respect the world we live in, and we keep our promises.
- **Togetherness** - We can achieve more together than we can apart, and we know that businesses are more than just bricks and mortar or numbers on a spreadsheet – they're powered by people.

### YOUR ROLE WITHIN UMi

- Team: Public Sector Services Team
- Your Manager: Operations Manager – Project Management
- Reports: N/A

### THE ESSENTIAL THINGS YOU NEED

- Educated to high standard (Degree Level or similar) or equivalent demonstrable experience in project management.
- Experience of successfully delivering projects
- Proven leadership qualities and experience of networking and stakeholder engagement tasking project team members.
- Exceptional communication skills
- Ability to build constructive and effective relationships
- Demonstrable ability of working under own initiative.
- ICT Literacy with competence in the use of Microsoft Office packages.
- Experience of delivering exemplary customer service.
- Strong business acumen

### THE THINGS THAT ARE NICE TO HAVE

- Experience of working with the public sector and public funding rules
- Understanding of and passion for clean energy transition and related technologies
- Understanding of commercial funding instruments such as loans
- Formal project management training.
- Experience of using Microsoft Dynamics 365.
- Good analytical skills eg ability to interpret data to drive good decisions and improvements.

***YOUR SIGNATURE***

***MANAGER'S SIGNATURE***