**Project Manager/Business Analyst**

**Salary £40,000.00 - £45,000.00 depending on experience**

**Full time permanent - 35 hours per week**

*The award-winning Association for Project Management (APM) is the Chartered body for the project profession. APM is a registered educational charity with over 23,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.*

As the **Project Manager/Business Analyst** reporting into the **Portfolio Manager** this exciting and diverse role is required to support APM in managing and delivering its strategic project portfolio.

APM is currently on a journey defining and delivering a number of new initiatives that will contribute to its overall [strategy](https://www.apm.org.uk/about-us/strategy-2020/).

Key projects for 2018/19 include the delivery of the [Chartered Project Professional Standard](https://www.apm.org.uk/chartered/) and updating the [Body of Knowledge](https://www.apm.org.uk/body-of-knowledge/) publication (BoK 7).

We require an individual to join our Portfolio team who can complete a dual role:

* Project Manager
* Business Analyst

Projects are typically in the areas of product development and system development.

**Project Management Responsibility**

The Project Manager is responsible for the day to day management of the project and has proven experience of:

* Scope and Schedule Management
* Risk and Issue Management
* Finance and cost control management
* Resource and people management
* Benefits Management

**Business Analysis Responsibility**

The successful candidate will take on the key Business Analysis activities including:

* Strategy analysis
* Requirements gathering
* Influence Business Change
* Produce Business Cases
* Problem solving
* Produce Business Process Models

**Required Skills and Experience:**

The following skills, experience and knowledge are required:

* 3 years’ project management and delivery experience
* 2 years’ business analysis experience
* Proven experience of delivering projects to time, cost and quality
* Successful experience of translating analysis into practical implementation
* Experience of different project management approaches e.g. agile and waterfall
* Well-developed planning, organisational and business analysis skills
* Great communication skills – Written and verbal
* Good influencing /negotiation skills to work with business teams to agree scope, requirements and priorities.
* Knowledge and experience of working within agreed project and change management governance frameworks. Process Modelling and Business Process Management.

*The Association for Project Management (APM) is a membership association, professional body and charity. It was first incorporated in 1972 and obtained its Royal Charter on 1 April 2017. The object of APM is ‘to advance the science, theory and practice of project and programme management for the public benefit’. Detail on APM and its Charter can be found at apm.org.uk*

**If you are interested in this opportunity and feel you have the necessary skills and expertise to work with APM please send your CV to e-mail:** **recruitment@apm.org.uk** **by 29th June 2018.**

***Main benefits at APM:***

* 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years’ service, then another day every other year, to a max of 30 days per year).
* Private healthcare and dental cover is available after completion of six month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind’.
* Pension scheme offered in line with auto enrolment. APM can contribute up to 7% of your salary depending on your own contribution. Even if you don’t want to make any contributions, APM can contribute 4% of your salary. The pension scheme is available as a salary sacrifice.
* There is a sick pay scheme which pays up to 30 days full pay for sickness absence in a rolling 12 months period, payable after probationary period.
* Life assurance at four times the salary.
* Salary sacrifice schemes – childcare vouchers, bus and train season ticket loans, cycle to work scheme, walking to work scheme, additional annual leave (up to 10 days), and pension scheme.
* Free parking – this is not guaranteed.
* Employee Assistance Programme
* Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM’s overall financial performance.