# JOB TITLE: Cyber Security Project Manager

**RESPONSIBLE TO:**  IT Director

**ACCOUNTABLE TO:** IT Director

**LINKS TO:** IT Security Operations Engineer, Senior Project Manager, Projects Team, IT Operations Manager, IT Service Desk, Infrastructure Engineers, Hardware Engineers

**JOB PURPOSE**:

Responsible for delivering the Cyber Security Plan for Outcomes First Group Limited.

**KEY ACCOUNTABILITIES:**

Working with the IT Team to:

* Ensure that all projects are delivered on-time, within scope and within budget.
* Track detailed project plan to monitor and track progress.
* Ensure the preparation, review and sign off of all project deliverables, including interim project deliverables such as requirements documentation and test plans
* Measure project performance using appropriate tools and techniques.
* Regularly report project status to project governance bodies and individuals, escalating as needed.
* Attend meetings with external suppliers.
* Pro-actively and transparently manage risks, issues and dependencies.
* Pro-actively looking to improve internal IT processes to help in the delivery and implementation of new hardware and software.
* Meet project budgetary objectives and adjust project constraints based on financial analysis.
* Review invoices from IT suppliers and contractors for work completed against IT projects for accuracy.
* Where required travel to sites supporting handover arrangements and troubleshoot issues and providing excellent customer service to our sites.
* Ensure that projects are formally closed and subsequently reviewed, and that lessons learned are recorded.
* Develop, implement and maintain policies, procedures, tools and systems within the IT Team to facilitate the delivery of IT projects.
* Work within deadlines and respond in a flexible way to the changing demands of the Group.
* Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken, referring to the Data Protection Manager when necessary.
* Respond sensitively and professionally in supporting and maintaining good relationships with colleagues and all contacts who work in partnership with the Group.
* The ability to have a flexible approach to developing ideas and solutions, using the most appropriate tools for the job.

In addition.

* Attends meetings and team events as required.
* Works in accord with all the policies and procedures of the Group, especially those relating to Child Protection and Safeguarding, observing at all times the strict rules of confidentiality appropriate to the role

**REQUIREMENTS**

**Experience and Skills:**

* Experience of delivering Cyber Security Projects across a multi-site business
* Strong understanding of Cyber Security.
* Experience of gaining and renewing Cyber Essentials accreditation.
* Good or Extensive knowledge of Microsoft 365 software tools, in particular Outlook, Word, Excel, PowerPoint, SharePoint and OneDrive.
* Excellent written and verbal communication skills.
* Be able to communicate with a variety of different stakeholders both internally and externally.
* Project Management Professional (PMP) and/or PRINCE II certification is desirable.
* Understanding of the Data Protection and Freedom of Information legislation.
* Ability to work under pressure and meet tight deadlines.
* Be able to work with a remote team and tackle tasks proactively.
* Show good initiative and take ownership of tasks or issues.
* Has a professional demeanor, positive and flexible attitude, and good inter-personal and communication skills.