



## Job Description

Post:	Project Manager
Department:	Finance & Administration
Reporting to:	Finance Director

## Job Overview

Jersey Water is embarking on a number of change projects within its business, including the upgrade of legacy corporate IT systems, preparedness for GDPR legislation and the implementation of new technology solutions. All projects will involve lean process optimisation, the selection and implementation of appropriate solutions and the adaptation of working practices to secure efficiencies. We are looking for a Project Manager to join the busy team at Jersey Water and help shape the future of this ambitious and forward-looking organisation.

The role of the Project Manager is to successfully design and deliver business change projects including the implementation of new systems and processes within Jersey Water, ensuring that Jersey Water's finance, customer facing and operational processes are efficient, effective and robust; making the most appropriate use of technology and helping us deliver outstanding customer service.

## Candidate Profile

Ideal candidates will have the following skills and attributes:

- Previous experience in project management and successful delivery of business change projects. Experience in the application of PRINCE2 methodology in previous work. Familiarity with "Lean" concepts.
- IT literate with an enthusiasm for using technology to streamline processes and improve efficiency.
- A good understanding and awareness of general accounting concepts, internal controls and their use in business processes.
- Excellent written and verbal communication skills.
- The ability to establish, develop and lead project teams successfully throughout project lifecycles.
- Self-motivated, methodical and organised with a positive outlook and attitude. Candidates should also possess a fine attention to detail, problem solving skills and the ability to work to and meet tight deadlines.
- Clean Jersey driving licence.

## Principal Responsibilities

The principal responsibilities of the Project Manager shall be:

- Assessment and identification of detailed business requirements and process improvement opportunities (using Lean and other methodologies as applicable) to

shape project deliverables, outputs and priorities.

- Identification, design, procurement (where applicable) and implementation of solutions to address business needs and meet the business strategy (consulting with and co-ordinating the involvement of relevant stakeholders, suppliers, etc).
- The development of detailed project plans and liaising with stakeholders and project sponsors for approval.
- Identification and management of project risks, including the development of contingency plans and change control processes.
- Management and co-ordination of project delivery across teams and between individuals, including hands on project delivery where applicable.
- Implementing, monitoring and reporting on appropriate project quality assurance processes.
- Managing potential interdependencies with other projects and their impact.
- Monitoring and reporting progress on project completion against the plan, key milestones and timetable. Taking corrective action as appropriate.
- Effective procurement of equipment and professional services as required.
- Handover of completed projects in a “business as usual” state having addressed the training, support, documentation and other ongoing requirements of the project.
- Completing project administration.
- Completing post-implementation project evaluation to assess project management effectiveness and the project delivery against objectives.
- To carry out other duties commensurate with the role.

### **About Jersey Water**

Jersey Water is the oldest registered Company in Jersey and employs over 84 staff, based at four main sites. The Company is the sole provider of treated water to the Island and supplies approximately 90% of all households in Jersey. It has around 40,000 customers, the majority of which are domestic customers.

The Company operates two treatment works, which between them deliver an average of 19Ml/day to a population of nearly 100,000 through of 580km of water mains. Additionally the Company’s raw water network includes one standby desalination plant, five boreholes and numerous stream abstraction points all feeding six impounding reservoirs.

Capital expenditure each year is approximately £3 million and this is spent on the renewal and extension of the mains network as well as the renewal and improvement of the Company’s pumping and treatment plant and equipment.

Further information about the company can be found on the website: [www.jerseywater.je](http://www.jerseywater.je).