



Job Description and Role Profile

Job Title: Project Manager (Liverpool 5G)

Responsible to: Project Director

Responsible for: N/A

Hours: 3-4 days per week, flexible working.

Contract length: To project end, 31/3/2025

Salary/rate: Freelance, £300 per day.

Location: Liverpool based with some travel required.

Main Purpose of Job:

To provide a proactive approach to delivering the Liverpool City Region HDD project. Liverpool 5G is managing this government funded project on behalf of the University of Liverpool. The project has a wide range of partners and will be deploying innovative technology across a number of sites in the Liverpool City Region.

Key Responsibilities/Duties:

- Assisting in preparing claims for funding and providing documentary evidence.
- Liaising with partners to gather information for claims and updated project cash flows.
- Updating project plan to reflect ongoing changes.
- Maintaining financial forecasts.
- Maintaining project risk registers.
- Taking a proactive role in project activities to ensure successful outcomes and minimise risk.
- Supporting the Project Director and Benefits Realisation Manager.
- To follow Equality and Diversity, Data Protection and other relevant procedures.
- Any other duties, as required.

Knowledge, Skills and Experience

Essential:

- Project Management Experience
- Ability to work with a wide range of partner organisations
- Experience of working on government funded projects
- Ability to manage project finances
- Strong organisational communication skills
- Good understanding of Data Protection, GDPR and data handling procedures
- Experienced in the use of Word, Excel and PowerPoint
- Experience of working with both private and public sector organisations

Desirable:

- Interest in lessening the digital divide across the Liverpool City Region