



<b>Job Title</b>	<b>Project Manager</b>
<b>Reporting to</b>	<b>Programme Manager</b>
<b>Department</b>	<b>IT &amp; Projects</b>

### About Us

Corona Energy is a leading independent energy supplier to UK businesses supplying gas and electricity to commercial, industrial and public clients, currently the third largest gas supplier in the UK. With over 12,000 customers and more than 200 employees based in our vibrant Watford office, we are a people focused organisation where we actively embrace a coaching culture to develop personally and professionally. We encourage an active involvement in company initiatives such as 7 Habits of Highly Effective People, as well as having photos and other media of yourself on marketing material. With the vast majority of our employees rating us as good or excellent to work for - what are you waiting for? Join our team today!

### What does the job entail?

The purpose of this role is to lead and implement projects that deliver and support business growth.

### Duties & Responsibilities:

- Lead and implement projects to deliver business growth, realise operating cost savings and/or reduce operational risk
- Deliver projects on time and to budget ensuring delivery of the agreed project outcome



- Prepare and maintain all project documentation: project scope, delivery plans, cost benefit analysis and budgets
- Develop and maintain communication plans and reporting documentation to ensure regular engagement with all project stakeholders
- Track and report on progress against project deliverables
- Manage the effective delegation of all scheduled tasks and changes through appointment and monitoring of work stream owners
- Business Planning according to company strategy
- Carry out other reasonable duties as determined by Senior Management

### Skills & Experience:

- Strategically aligned, can see the bigger picture and can align delivery to business goals
- Commercially focussed, able to set and operate within budget and deliver commercially viable projects
- Strong communication and interpersonal skills with the ability to manage stakeholder expectations, influence, challenge constructively and collaborative effectively to deliver business needs
- Proactive, flexible, self-driven
- Inspiring others/ Leading by example
- Strong time management, organizational and planning skills
- Proven experience in delivering complex projects
- Experience working project management methodologies
- Educated to 'A' level standard or equivalent
- Microsoft package levels: Intermediate level
- Be prepared to occasionally work additional hours and travel as required

### Equal Opportunities:

- Able to demonstrate commitment to equal opportunities through their previous work experiences

**Employee Name:**

**Date:**

**Employee Signature:**

