

<b>Title:</b>	Project Support office	
<b>Salary:</b>	Competitive base salary + variable pay + standard company benefits	
<b>Benefits:</b>	25 days annual leave	Life Assurance Scheme
	5 days annual study leave	Income Protection Scheme
	½ day birthday leave	Contributory Pension
	1 day annual charity leave	Private Medical Scheme
	Subsidised Gym Membership	Sports & Social Club

### Company Summary

Attenda is a leading specialist in the provision of managed services solutions for operating Internet and enterprise applications. We currently manage business and brand critical applications for 134 of Europe's leading companies including bmi, Christian Aid, Regus, Princes Foods, St. James's Place and Travelodge. Our services allow our Clients to selectively outsource their IT operations and re-focus on using IT to add strategic value to their business. Through a commitment to operational excellence, we manage, secure and optimise the performance of our Clients applications irrespective of the physical location of the infrastructure.

The company is financially strong and we have earned the industry's leading accreditations ISO9001, ISO27001, ISO20000 and is an HP Signature Partner, a Microsoft Gold Certified Partner, and a SAP Adaptive IT Hosting provider. In addition we are one of only seven companies to have been ranked in the UK's Sunday Times ARM Tech Track 100 for three consecutive years, have won the Best Managed Services Provider for 2008, 2009 and 2010, and been voted VMware's EMEA Hosting Partner of the Year 2008 and 2009, and recently voted VMware's Global Hosting Partner for 2010.

### Role:

We have an incredibly diverse, talented and committed team of people whose focus is squarely on working together to keep critical applications running 24 hours a day, so that our Clients can focus on building success in their own field. Due to our continued success and growth we are looking to recruit a person to join our Project Management team.

Reporting to the Programme Manager you will be responsible for managing the process governance which includes, process adherence, financial performance and forecasting with line management responsibility for a number of project managers within the team. This is a new role within our business and is seen to be integral to the future success of the organisation and as such will be deemed to require a senior and experienced individual.

- To have responsibility for the governance of all Projects through their full life-cycle.
- Manage some projects in line with the defined standards and control processes.
- Overseeing Risks and Issues management
- Overseeing the Project/Programme change management process
- Maintaining the PMO Financial, Planning, and Control processes
- Providing Ad hoc analysis and reports for senior management
- Standard Progress reporting and tracking processes
- Line management responsibilities
- Supporting the Project management team in managing conflicts, resourcing shortfalls

### Person:

- Demonstrable industry related experience in the area of Project Management and Programme Office roles
- Strong People Management skills
- Experience of working in a Managed Service environment is highly desirable.
- Financial Management Skills
- PRINCE 2 certified.
- Able to work under own initiative with drive and a good team player
- Accuracy and attention to detail
- Disciplined monitoring and control
- Structured time management approach
- Information gathering skills
- Strong quality focus