



Job Title: A303 Business Manager		Reports to: A303 Project Director/COO	Roles Reporting to this role n/a
Location: Salisbury based	Business Stream: Support and Operations	Grade: SMA	Indicative Salary Range: £40-£50k
Purpose of role: <ul style="list-style-type: none">To support the project team in the management and delivery of the project;To develop appropriate risk management and governance strategies across the project;To support the team in internal and external stakeholder/partner liaison/management;To ensure a smooth/clear flow of required information for all those involved with the project;			
Person Specification Key Technical Skills / Competencies: <ul style="list-style-type: none">Confident with clients, meetings and project management dutiesHave an ability in negotiating across the various levels of the construction environmentPossess excellent communication, numeracy and IT skills.A proven track record in effective project management, change management, governance and commercial awareness;Experience in the construction or engineering sectors preferred Key Behavioural Competencies: <ul style="list-style-type: none">To be resilient and self-motivated;To hold outstanding communication, financial, contractual and organisational skills including strong delivery and change management skills;To be a confident decision maker;To be a pragmatic, innovative forward thinker and good listener, able to adapt quickly to the ever-changing needs of your colleagues and clients;	Role Specification Key Tasks and Activities: <ul style="list-style-type: none">Supporting the project team in the management and delivery of the project;Ensuring that project risks are clearly identified, understood and managed;Supporting the team in internal and external stakeholder/partner liaison/management;Ensuring a smooth/clear flow of required information for all those involved with the project;Resource planning and clearly communicating deadlines and timeframes;Assisting in the financial management of the project;Negotiating with and procuring subcontractors;Assisting in the compilation of monthly client management reports;Supporting the project team in maintaining and managing positive client relationships Additional Key Accountabilities: <ul style="list-style-type: none">Developing and implementing a clear communication strategy for the section 2 worksFinancial management of sub-contractors		Outputs Key Outputs / Deliverables: <ul style="list-style-type: none">Maximising the profitability of contracts in an ethical manner;Risk management through compliance with existing systems and the establishment of new project specific mechanisms as needed;Resource planning;Communication strategyAccountabilities chart Key Interfaces: External <ul style="list-style-type: none">ClientsSubcontractors Internal <ul style="list-style-type: none">Executive Management TeamDepartmental DirectorsRegional and Project/Technical ManagersA303 Project Management TeamProject Support Team



<ul style="list-style-type: none">• The ability to negotiate across the various levels of the client environment; and• To understand and embody Wessex Archaeology's core values. <p>Qualifications:</p> <ul style="list-style-type: none">• Degree qualified• Appropriate Project Management Qualification• Minimum Of 5 Years' Experience Postgraduate or equivalent		
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<p>Our Core Values:</p> <div>Authenticity and Ethics Customer Focus Applied Knowledge Reliability and Resilience</div> <div>Communicating Passion Collaborative Behaviour Innovative Thinking</div>
