

## Project Manager

Project managers plan and manage business projects to make sure they are finished on time and within budget. They can be employed in almost any industry including IT, construction, finance, law, offshore, manufacturing, engineering and sales. They also work in the public sector including the National Health Service (NHS).

### The Work

You could be:

- discussing the project with the client
- negotiating timescales, costs, materials and contract terms and conditions
- making a plan for all stages of the project
- recruiting and managing a project team
- arranging for the supply of materials and services needed
- using specialist software to plan and monitor risk analysis, timescales, costs
- ensuring that the project meets health and safety and legal regulations
- checking that the project is running to schedule, within budget and to the required quality standards
- giving regular progress reports to the client.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the type of industry or business you work for
- the size of company or organisation you work for
- the demand for the job.

Starting salaries for assistant or trainee project managers can range from £21,000 to £35,000 a year. Salaries for experienced managers can be from £40,000 to £80,000 a year and top salaries can be £85,000. You might get extra income from a bonus scheme. Freelance project managers can earn around £300 to £500 or more a day.

### Conditions

- You would work in an office but you may visit clients on site and suppliers.
- You might have to travel to meetings in other parts of the country or perhaps abroad. You may have to spend nights away from home.
- Working hours could be long and might include evenings and weekends to meet deadlines.

### Getting In

- Many entrants have a degree (SCQF Levels 9-10) in project management or a degree relevant to the industry sector such as construction, engineering, business, finance, IT or manufacturing.
- For entry to a degree you normally need 4-5 Highers including English and sometimes Maths.

- Postgraduate courses in project management are available at several universities throughout Scotland including construction project management.
- Most project managers have relevant experience in business or industry.
- It helps if you have skills and experience in project management processes (known as methodologies) such as PRINCE2 and Agile, and specialist project management software like Microsoft Project and Workbench.
- A driving licence is useful and sometimes necessary.

You could work in construction, finance, law, retail, IT, manufacturing, engineering or the public sector or for a firm of consultants.

## What Does It Take

You should be able to:

- think strategically
- analyse complex data
- communicate and negotiate well
- make decisions confidently
- work within a budget
- manage change
- delegate tasks to others
- cope with stress and work under pressure to meet targets.

You should have:

- excellent problem solving skills
- strong networking and influencing skills
- excellent 'people' and teamworking skills
- good IT skills
- excellent organisational skills
- business awareness.

## Training

- You could study part time for a degree or postgraduate qualification in project management while you are working.
- You can work towards professional qualifications in project management at various levels from any one of the following organisations: the [Association for Project Management](#) (APM), [Project Management Institute](#) (PMI) and the [Chartered Management Institute](#) (CMI).
- [The British Computer Society](#) (BCS) offers courses in project management for those working in IT.

## Getting On

- If you start as an assistant project manager, with experience you could move on to be a team leader.
- You may progress to be a senior manager.

- For senior jobs you will need a lot of experience in your relevant area.
- You could become a freelance consultant.

## Contacts

### **Association for Project Management**

Tel: 01844 271681

Website: [www.apm.org.uk](http://www.apm.org.uk)

X: @APMProjectMgmt

Facebook: [www.facebook.com/AssociationForProjectManagement](https://www.facebook.com/AssociationForProjectManagement)

### **Offshore Energies UK (OEUK)**

Email: [info@oeuk.org.uk](mailto:info@oeuk.org.uk)

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Facebook: [www.facebook.com/OffshoreEnergiesUK](https://www.facebook.com/OffshoreEnergiesUK)

### **OPITO - My Energy Future**

Tel: 01224 787800

Email: [reception@opito.com](mailto:reception@opito.com)

Website: [www.opito.com/future-skills/my-energy-future](http://www.opito.com/future-skills/my-energy-future)

Facebook: [www.facebook.com/OPITOGlobal](https://www.facebook.com/OPITOGlobal)

### **SPE Aberdeen**

Tel: 01651 873 791

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Website: [www.spe-aberdeen.org](http://www.spe-aberdeen.org)

## Statistics

Employment Status : Not available this career.

### Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment Statistics : Not available this career.