

# Web Project Manager

Manage all projects supporting the lead developer and senior web producer in managing all aspects of production. Responsible for liaising with clients, planning, managing and monitoring projects, ensuring that they conform to Epic's production processes. Manage daily resourcing and fiscal management of all web projects.

## You will

- Ensure all projects are delivered to time, budget and to client satisfaction
- Plan all aspects of project development with lead developer and senior web producer
- Create project documentation with senior web producer (PID etc)
- Create, manage and monitor all project budgets, schedules and deliveries
- Allocate and book resources and be the team's point of contact on all resourcing issues
- Ensure the smooth day to day running of the project, prepare weekly progress reports, organise progress meetings and conduct project reviews
- Ensure the effective timely delivery of all projects and address any concerns
- Ensure effective and regular contact with clients
- Take opportunities to up-sell Epic offerings
- Ensure quality process is adhered to and high standards are maintained at all times
- Organise and supervise testing
- Organise and monitor graphics development, inc. ensuring proper briefs from team
- Organise external resources (translation etc)
- Identify and recommend improvements to production processes
- Create and manage internal resourcing models
- Conduct project review meetings with client and gather client feedback
- Manage change controls with client (schedules, costings etc)

- Set up new projects internally, identify and book team
- Coordinate with HR about new staff
- Carry out CMS training for client
- Conduct face to face website reviews with client
- Assist in pre-sales effort
- Identify and escalate issues with team workload and slippage risk
- Effective upward reporting
- Admin tasks
- Assist in management of team morale
- Manage profitability of projects
- Maintain commercial focus of development and design teams
- Manage other web support staff

In addition to the duties and responsibilities listed, the jobholder is required to perform other duties assigned by the manager from time to time.

## like to join us?

If you have the above skills and want to work in a fast-paced, creative environment then please send us your CV.

Epic  
52 Old Steine,  
Brighton, East Sussex,  
BN1 1NH

Telephone: +44 (0) 1273 728686  
Fax: +44 (0) 1273 821567  
email: [elarningjobs@epic.co.uk](mailto:elarningjobs@epic.co.uk)