

Project Manager

Job Description

Reporting To:	Programme Manager
Responsibility for Others:	None
Location:	Broadlands Business Campus, Horsham / Remote working
Hours of Work	Monday to Friday 9.00am to 5.30pm with 1 hour for lunch
Any Special Requirements	Some need to travel to client offices across the UK

Overall Purpose of the Job:

The key focus of the Project Management role is to drive and implement Benchmark Capital internal / external change projects. To manage business and technology led change projects using recognised project and change management principles to ensure successful delivery.

Key Activities & Responsibilities:

- Project Set Up and Closure - Feeds into business study/project proposals and business cases, ensuring alignment with business strategic objectives, the agreement of project outcomes and benefits, including how the realisation of these benefits will be measured and tracked post implementation.
- Works with the relevant impacted business area to ensure an effective approach to business implementation, handover and sign-off of acceptance of the change.
- Governance and Reporting - Responsible for the regular project status reporting making it relevant to the appropriate stakeholders and in-line with the PMO reporting standards
- Project Delivery - Defines and implements a detailed delivery approach for the overall E2E delivery plan (Waterfall or Agile). Obtains approvals and agreements to the delivery approach from the appropriate Senior Stakeholders and Accountable Executive. Owns all project management deliverables and artefacts in-line with established and approved project methodologies and to the acceptable level of quality.
- Planning & Finance - Produces and owns the delivery plan. Controls, manages and monitors timescales and delivery costs/budgets, reporting variances and escalating where appropriate to overcome delays or cost-overruns and reforecasting where necessary.
- Resource Management - Establishes resource requirements (including roles and responsibilities) and associated FTE costs and budget requirements.
- Stakeholder Management - Identifies key project stakeholders and develops an appropriate stakeholder communication plan. Engages with a diverse group of stakeholders to influence direction of project to meet project milestones.
- People and Self Development - Manages, motivates, develops and coaches the project team to create high performing group.

- Risk - Clearly articulates and captures project risks and issues and ensures there are clear mitigating actions and updated until they fall within appetite. Continuously monitors projects through the lifecycle for additional risk and issues.
- Supports the Programme Manager to develop and embed the project delivery framework for Benchmark Capital.
- Values - Positively demonstrates the Benchmarks Values and Behaviours.

Required Skills/Experience:

- Experience of working and delivering projects within the Financial Services sector
- Broad technical knowledge
- Strong stakeholder management and engagement experience
- Able to understand both business change and technology requirements including Information Security Compliance
- Understanding of the project life-cycle and the disciplines associated with running multiple, complex technical projects
- Ability to problem solve and identify appropriate resolutions
- Prince 2 Practitioner and/or APM – or equivalent
- Proficiency in Microsoft Office including Microsoft Project
- Excellent communication and presentation skills
- Experience of delivering information security compliance

Desirable Skills/Experience:

- Sound knowledge of Financial Services, specifically the IFA and Wrap / Platform industry
- Experience of delivery of complex development and strategic projects
- Experience of IT CRM systems and processes

Personal characteristics:

- Highly motivated, flexible and adaptable
- Strong ability to work independently and as part of a team
- Strong interpersonal skills with a collaborative approach
- Effective organisational skills with attention to detail
- Positive outlook on work
- Delivery / solution focussed