

Project Manager

Job Description

Reporting To:	Programme Manager
Responsibility for Others:	None
Location:	Broadlands Business Campus, Horsham
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:

- Plan and manage the delivery of multiple concurrent Technical & Business focused projects whilst assessing and mitigating impacts Information Security Compliance
- Responsible for the creation and maintenance of the project documents and tools used to successfully and safely deliver the projects and hand them over to the business
- Maintain engagement with key stakeholders involved in the change cycle as well as those impacted by the new software or technical changes
- Improve the current processes and culture around project delivery especially the visual representation of each project and its next steps by using recognised change techniques
- Assist the Programme Manager in developing and maintaining the portfolio, programme, or project plan, and risks, issues, and dependency logs
- Support the Programme Office Manager and Programme Co-ordinators to develop and embed the project delivery framework for Benchmark Capital
- Manage stakeholders; report concisely and accurately, manage risks and issues proactively

Required Skills/Experience:

- Experience of working within the Financial Services sector
- Broad technical knowledge and ITIL delivery framework
- 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 – 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 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