

Project Manager

Overview

Williams Woodward Limited is a successful and growing independent Professional Services Consultancy, with a proven track record in providing project management and consulting services to UK and international businesses in a wide variety of market sectors. We are now looking to recruit another Project Manager.

Candidates for the role must have at least 5 years proven experience in all of the following:

- Successfully leading and managing large projects, commissioned by customers, from inception to closure.
- Formally communicating with, and presenting to, all levels within customer organisations from end users to C-level executives.
- People Management/Team Management.
- Project Management Methodologies.
- Driving and delivering change within organisations, adapting style and approach to ensure success through keen cultural awareness.
- Business Processes such as Finance, Procurement, Job Costing and HR.
- Broad understanding of the capabilities of ERP systems.
- Business Systems Analysis.
- Implementation of IT infrastructures.

The role requires a structured approach to work and time management and the ability to manage several projects at the same time. Excellent IT skills are a must, including the ability to use all applications in MS Office to a high standard and MS Project to an intermediate level of complexity. We are looking for an outgoing person who enjoys variety and challenge.

Candidates require good interpersonal and communication skills. The role requires successful collaboration with colleagues, customers, partners, suppliers and third parties to achieve desired project outcomes and meet contractual obligations.

The role is based at our offices in Maidenhead, and will involve frequent travel to customer sites throughout the UK and possibly overseas.

Responsibilities/Key Tasks

- Overall responsibility for the success of all projects managed and the overseeing of all project office support functions for the business.
- Ensuring at all times that both Williams Woodward and the customers meet their contractual obligations.
- Managing any contractual changes through the formal Change Control process.
- Formally initiating projects with customers, including completion of all Project Initiation Phase documentation for presentation to the Project Board and briefing of all project team members.
- Production and management of the project plan from inception to Go Live.
- Production and maintenance of the project risk register for the duration of the project.

- Managing and co-ordinating the activities of all members of the project team (including customer and third party resources), ensuring a consistent and effective approach to all project activities.
- Provision of leadership, direction and motivation to the project team.
- Managing communications effectively across the project team and being the focal point of communications for all project stakeholders.
- Regularly reporting to the Project Steering Group regarding project progress.
- Assisting the project team with definition and documentation of relevant major business processes.
- Working with key customer staff and Williams Woodward consultants to undertake system analysis and design.
- Working with colleagues to ensure effective project resource planning across the Williams Woodward consultant team.
- Monthly project status reporting to the Williams Woodward Managing Director and senior management team.

This is not an exhaustive list, but outlines the **key** responsibilities of this role.

Knowledge, Skills and Behaviours

Essential:

- Excellent written and verbal communication skills.
- Strong people, team management and motivational skills.
- Strong influencing, negotiation and communication skills to manage effective stakeholder relationships up to senior management level.
- Change Management skills.
- Ability to effectively handle difficult situations and pressurised situations.
- Ability to use initiative and think laterally.
- Sound knowledge of Project Management industry best practices and methodologies.
- Strong customer service focus with emphasis on correctly setting and then meeting customer expectations.
- Quality and deliverables focussed.
- Financially, contractually and business aware with the ability to understand and communicate effectively the complexities associated with change programmes and business system implementations.
- Disciplined and logical approach to identifying and resolving root causes of problems.

Desirable:

- Appropriate Project Management qualification/certification – PRINCE2, APM.
- Either a consultancy or a professional services industry background.
- Experience of managing projects involving implementation and upgrades of ERP systems.
- Practical experience of back office business functions and processes.
- Coaching and mentoring skills.