



Job Vacancy

Sr. Project Manager

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1. Job Summary

This is an exciting opening for a motivated business professional with a strong experience in Project Management and related disciplines to co-lead our dynamic consulting team. This role typically includes day to day exposure to a diverse range of clients and industries in a progressive, challenging and supportive environment.

As a Sr. Project Manager you are expected to highly manage a diverse portfolio of clients and play a leadership role in the development of the PMO unit. This is a key role with world-class expectations to make a real impact during an exciting expansion phase of the business.

This is an opportunity to join a leading risk management consultancy firm, providing top notch end-to-end Project Management solutions to a diverse client base, in a demanding market dynamics.

2. Job description

The following are the expected activities of a Sr. Project Manager

Project /Practice Management

- Creates and executes project plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.

Project Accounting

- Tracks and reports team hours and expenses on a weekly basis.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, and utilization.

Financial Management

- Understands basic revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Understands our pricing model and billing procedures.
- Accurately forecasts profitability, and utilization.
- Assures project legal documents are completed and signed.

Business Development

- Identifies business development and "add-on" sales opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping and LOE assessments.
- Effectively conveys our message in both written and verbal business development discussions.

Communication

- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team.
- Keeps project team well informed of changes within the organization and general corporate news.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Technical Understanding

- Possesses general understanding in the areas of enterprise risk management, business continuity management, and crisis management.
- Possesses general understanding in the areas of application programming, database and system design.
- Understands Internet, Intranet, Extranet and client/server architectures.
- Possesses a thorough understanding of our capabilities.
- Maintains awareness of new and emerging technologies and the potential application on client engagements.

Leadership

- Challenges others to develop as leaders while serving as a role model and mentor.
- Manages the development of team by ensuring, when possible, that project tasks are in line with each Innovator's career interests.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Remains on the forefront of emerging industry practices.

Teamwork

- Consistently acknowledges and appreciates each team member's contributions.
- Effectively utilizes each team member to his/her fullest potential.
- Motivates team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.
- Plans and facilitates regular team activities outside of the office.

Client Management

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organization and objectives.

Innovator Development

- Conducts effective performance evaluations and mentors those with less experience through formal channels.
- Helps team execute career development plans.
- Seeks and participates in development opportunities above and beyond training required by us.
- Trains other innovators and clients through both formal and informal training programs.
- Encourages more junior Innovators to take responsibility for their development within the company.
- Challenges fellow Innovators to progress toward their professional development goals.

Internal Operations

- Suggests areas for improvement in internal processes along with possible solutions.
- Leads internal teams/task forces
- Approves team members' time and expense reports in a conscientious and timely manner.
- Reviews the status reports of team members and addresses issues as appropriate.
- Complies with and helps to enforce standard policies and procedures.

3. Required Profile

The successful candidate is expected to have:

- Extensive project management experience
- Experience working in a PMO with a formal established framework
- Excellent Microsoft Project skills
- Exemplary communication skills, written and oral
- Experienced in operating in a matrix-management structure
- Good financial analysis skills, including budget preparation and tracking
- Demonstrable presentation and influencing skills
- Current Project Management Certificate is a must
- Prince2 is a great Plus
- Microsoft Project Server skills
- Experience of working across time zones and cultures
- Understanding of SOX is a plus
- Effective use of Visio and SharePoint
- Strong organizational and communication skills
- Strong analytical skills
- Strong technical skills
- Attention to detail
- Strong team skills
- History of on-time, quality delivery
- Knowledge of cost analysis
- Ability to lead teams and strong leadership skills
- Experience running large global projects
- Knowledge of foreign languages
- Strong management resource allocation skills
- Vendor management skills
- Cultural tolerance
- Unrestricted ability to travel

Work Experience

- 5-7 years professional experience in a project management discipline.

4. Position details

Contract:

Full time, initial annual contract

Training and support:

Relevant external courses available once established in role

Reporting to:

PMO Head

Review structure:

Quarterly performance appraisals

Remuneration:

Based on skills and experience of applicant

Career progression:

PMO Head

Position available from:

April 2014

5. Contact Information

Corporate office address

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