IT Project Manager

Project Manager (Fixed Term Contract - 12
months), London

Overview

A great opportunity for an experienced IT
Project Manager to work with one of the leading
global law firms with over 40 offices in Asia,
Europe, Latin America, the Middle East, and the
United States. With a presence in the world's
major financial and commercial markets, they
are well placed to provide excellent business-
oriented advice to their clients locally and
internationally.

Job Type:	Contract/Interim
Location:	City of London
Start Date:	ASAP
Duration:	12 Months
Salary:	£50k - £58k pa + 6% Guarantee
Ref No:	238756-13081_433146
Date Advertised:	02 Aug 2013

The Technology Department is responsible for the provision of all Information Technology within the
firm. The role of the department is as a service function to support and contribute to the objectives
of the business. All staff are expected to fit into this culture, and be committed to providing a high
quality of service.

THE ROLE
Reporting to the Manager - IT Project Management team, the IT Project Manager is responsible for
successfully managing and delivering major technology projects within the technology department.

Objective of Project Management
Within the Technology Department, the principal objectives of the Project Management team are:

- Provide Project Management expertise and guidance as required across the department and firm.
- Work with sponsors and other stakeholders to ensure that a clear understanding of the objectives
and deliverables is obtained on all projects.
- Ensure buy in is obtained by all parties impacted by a project
- Deliver assigned project on time and on budget.
- Programme management and prioritisation of projects which are highlighted as major technology
projects.
- To develop the project management methodology processes and documentation used by the
technology function and promote their effective use.

IT Project Manager Key Responsibilities

- Adoption and promotion of the businesses project methodology
- Responsible for making sure that the elements of the project methodology proceed as smoothly as
possible and ensuring that all aspects of the process are kept up to date and relevant for each
project they are managing
- Work closely with other Project Managers across the support functions to ensure effective
resource planning
- Act as the key project contact for the many internal and external customers within the business.
- Planning and delivering solutions to enhance the businesses information; technical and service
platform.
- Deliver assigned project on time and on budget.
- Production of regular project documents and reports using the businesses standard templates.
- Managing system changes to conform within the businesses change control process.

Specific duties or responsibilities may be reviewed from time to time to reflect changes in personnel

and management structure, staff location or services.

Person Specification

The Candidate
- Ability to communicate clearly and efficiently both to team members and clients, verbally and in writing
- Able to present ideas in a variety of ways depending upon audience and aim
- Presentable and comfortable in front of users and clients
- Understands where IT sits in relation to a clients business
- Able to generate fresh ideas regarding use of IT in business areas where it is not being used
- Motivated by responsibility but accepts accountability to others
- Results oriented and able to drive things forward regardless of personal interest in the task

Skills and Experience
Essential
- IT project management
- Precise and timely delivery of projects
- Dealing with customer requirements
- Generation and collation of project documentation
- Resource management
- Risk and issue management
- The ability to attain a good overall technical understanding of a solution
- Contract negotiations
- Project budgeting and wc   ject budgets
- Managing change contro   **Recruiter Log in**
- Co-ordination of user testing
- Administration of project closure
- An understanding of core infrastructure technologies such as IP networking with WAN's and LAN's, firewall architectures, Microsoft servers and Microsoft applications such as MS SQL and

rts   **Career Advice**   **Social & Mobile**   **Sign In**   **Register**   el skills
                                                                                                    S Mind Mapper and Visio.

Desirable
- Commercial consulting / client facing experience
- Experience working in a law firm environment, or alternately a similar professional services culture
- Candidates showing an appreciation of the following project methodologies are preferred:
- Prince2
- PMP

Qualifications and Training
- Candidates must have a strong academic background and will ideally be educated to degree level or equivalent

General Attributes
- Can plan and prioritise work, both their own and that of project team
- Follows tasks to their logical conclusion and makes sure that everything has been done to the right standard
- Good attention to detail
- Able to enthuse and maintain team interest
- Comfortable working both individually and as part of a team
- Prepared to challenge ideas within a group in a constructive way
- Ability to work effectively in a rapidly changing environment and to aggressive project deadlines
- Flexible and able to adapt to changes or set backs on a project
- Maintains the quality and quantity of output under pressure
CPS Group Ltd is acting as an Employment Agency in relation to this vacancy.

Applying For This Position

Apply Now

Job Type:	Contract/Interim
Location:	City of London
Start Date:	ASAP
Duration:	12 Months
Salary:	£50k - £58k pa + 6% Guarantee
Ref No:	238756-13081_433146
Date Advertised:	02 Aug 2013

Save

Email

Receive new jobs like this by email

< Back to results

Other jobs you may be interested in...

IT Team Leader (Engineering)
IT Team Leader (Engineering) West London £35000 - £40,000 + training + progression + pension + holiday An excellent career opportunity for an IT Team Leader to undertake a broad...
View job
Location: London, Marylebone... **Salary:** £35k - £40k pa

Technical Consultant | Implementation | Wintel Support W London
Technical Consultant Implementation Wintel Support W London West London Middlesex, Our client a major software provider currently seeks Senior Technical Consultants with a strong understanding of Wintel environments. The role...
View job
Location: Hayes **Salary:** Competitive

SQL Server Database Administrator
SQL Server Database Administrator Salary Competitive + benefits Would you like to work for one of the UK's fastest growing companies? Do you want to work for a FTSE 250...
View job
Location: London **Salary:** Competitive + benefits

SQL Server DBA - London
SQL Server DBA - London SQL Server 2012 T-SQL, SSIS SQL Server DBA required by one of London's strongest Marketing organisations. This privately owned organisation has recently set up a...
View job
Location: City of London **Salary:** £45k - £55k pa + Benefits

Systems Administrator (SQL Server, Microsoft Server Side)
Systems Administrator - (SQL Server Administrator VBA, Windows Server, London, Excellent Bens) A leading Firm are going through a period of high demand and growth, and now have an opportunity...
View job
Location: London **Salary:** £41-£43k + Excellent Bonus

Job seeker	Advertisers	About Jobsite	Be social
Job seeker help	Recruitment products and services	About Us	Like us on Facebook
Ways to access	Jobsite widgets	Contact Us	Follow us on Twitter
Find a Job by Twitter	Job board solutions	Jobsite Network	Add us to your circles
Mobile Site		Media Centre	YouTube channel
		Jobs at Jobsite Group	Check out our Blog
		Site Map	

Note: This page has been formatted especially for printing.