Purpose of the role   
  
Pico is looking to fill a Project Manager (PM) role within our Global Delivery Management department. The Project Manager will work closely with clients and/or teams across the firm to assess and document requirements, construct high-level project plans, coordinate delivery and communicate status of various initiatives. The Project Manager will be expected to become a Subject Matter Expert on any project to which they are assigned, and will be the point of contact for status, timelines, and risk factors of their projects to all stakeholder. The Project Manager will have a strong IT technical understanding and be able to effectively guide decisions, manage and resolve conflicting demands and time pressure constraints   
  
Responsibilities and duties

* Liaising on regular basis with clients and technical teams across the business and internationally to deliver highly business critical and complex solutions for global clients.
* Liaise effectively with the Account Management and technical teams (SME’s) to clearly define project deliverables.
* Participate in requirements-gathering sessions with clients and/or Pico internal teams to document all requirements, assumptions, decisions, risks and actions
* Lead the project(s) and make necessary decisions to effectively prioritize approved project work based on critical paths, tasks outstanding, key dependencies, obstacles or barriers, budgets, resources and deadlines paying attention to project constraints (scope, cost and resources).
* Translate complicated concepts into clear documentation for a general audience
* Create / maintain regular proactive communications (verbally and / or in writing) to ensure effective delivery, project risk mitigation and traceability with client’s key stakeholders and resources (including but not limited to):
  + Creating / maintaining and sharing Project plans
  + Progress calls / written communication with clients, internal teams responsible for various aspects of projects and members of the team responsible for delivery.
  + Project planning calls and written commination with Engineering teams (Network, Systems, Data Centre and Implementation)
* Interface with technical teams to coordinate resourcing and produce detailed project plans
* Effectively translate requirements into presentations and/or specification documents for use by Account Management and / or Senior Management.
* Evaluate all key project deliverables, as well as final product, to ensure traceability of requirements, high quality and customer acceptance
* Perform business analysis tasks such as current state assessments, product research, process flow mapping, software testing, vendor assessment, etc.
* Able to appropriately set expectations to both internal and external stakeholders
* Effectively navigate the organization to deliver each component of complex projects while holding internal resources accountable for their deliverables
* Lead regular calls with the clients to update them of delivery progress
* Assess and coordinate cross-teams to mitigate project risks and overcome roadblocks
* Lead the team(s) to prioritize approved project work based on analysis of strategic importance, tasks outstanding, obstacles or barriers, budgets, resources and deadlines.

Education, Skills and background (incl. Education and Experience Requirements)

* Highly driven, results oriented, no detail too small individual with a commitment to excellence
* Ideally a graduate with a minimum of 5 years’ successful relevant experience
* Experience working in the FinTech sector preferred
* Basic understanding of managed infrastructure services
* Financial market awareness including areas such as Exchange products and technologies, market participants and regulatory requirements.
* Technology minded with foundation understanding of Hosting/Network/Systems/Software/IT Operations and their interoperation
* Must have excellent written and verbal communication skills
* Must be a self-starter with an appetite for learning; Strong organizational and time management skills with the ability to multi-task and work autonomously or with a team
* Must be able to manage multiple, and sometimes disparate, streams of work, while maintaining high quality standards
* Must have ability and desire to succeed in a fast-paced environment, where priorities can shift at a moment’s notice
* Must be able to keep a clear head in stressful situations
* Strong team player who is highly inclusive
* Some experience with MS PowerPoint, Excel, Word and Project is preferred