

JOB TITLE: Enterprise Project Manager
BASED AT: Worship Street, London EC2 (Hybrid)
REPORTING TO: Head of Services

Job Purpose

This is a senior, project management post, with ownership, accountability, and management of project deliverables to time and budget.

Key Responsibilities

- Manage complex projects from inception to completion by overseeing personnel, resources, and budgets
- Oversee the day-to-day operations of projects from start to finish, including planning, resource allocation, risk assessment/risk management, and change management
- Facilitate product workshops and anticipate escalation issues
- Participate in solution design and review associated documentation
- Manage communication between the customer, product authors and Touchstone teams
- Communicate with stakeholders about project status, progress, issues, and concerns
- Manage client project-related issues
- Status reporting
- Internal reporting
- Represent both the client's and organisation's interests
- Assist with setting objectives to ensure the aims of the project are met
- Make sure the quality standards are met
- Use internal systems to keep track of people and progress
- Oversee the invoicing process
- Post project completion evaluation of the success of the project

Previous Experience

- 5+ years' experience in a project management position
- The candidate will have a proven track record as a Project Manager managing teams of consultants.
- Managed multiple projects simultaneously.
- A good understanding of HxGN EAM, IBM Maximo, Infor SunSystems, InforOS and associated applications

Knowledge, skills, and Experience of the following:

- Comfortable presenting at Senior Executive / Board level
- Ability to articulate and demonstrate business benefits of any proposed solution
- Experience of working to deadlines
- Experience of working in a senior Consulting role to deliver complex projects
- Knowledge and experience of project management techniques
- Excellent spoken and written English

Personal Situation

- Comfortable with the consulting lifestyle, willing to travel to clients, the office, able to work extended hours on occasion and to spend nights away from home (some international travel may be required).
- Candidates will hold a United Kingdom driving licence