



## **IT Project Manager**

**Based in the City of London and remotely**

Salary £50,000pa to £60,000pa, depending on experience

Plus £7.5% company pension contribution

After probation: travel allowance and option to split your working week between working from home and in the London office

Discretionary Bonus

### **Reporting to the Head of IT based in London, you will:**

- Lead projects end-to-end, from inception through to acceptance into service and support
- Define and agree relevant project objectives, risks, timescales and costs
- Develop, maintain and manage the project plans, including identifying key deliverables, timelines and milestones
- Identify resource requirements and engage teams and 3<sup>rd</sup> parties as required to fulfil project deliverables
- Drive process to achieve milestones, including arranging meetings with stakeholders
- Manage delivery to agreed quality/time/cost expectations
- Identify key stakeholders and work with them, maintaining appropriate levels of engagement / communication
- Ensure timely reporting in accordance with requirements
- Ensure that risks, issues and interdependencies are effectively managed
- Review project budgets and benefits, liaising with Finance as required
- Support and champion the use of any applicable programme and project management standards

### **The following skills and experience are required:**

- Proven track record of delivering technology and business projects end to end using Agile and Waterfall methodologies, with a thorough understanding of the project lifecycle.
- Project / programme management qualifications eg, Prince 2, MSP, PMP, APM PMQ/PPQ
- Excellent written and spoken communication skills (English language)
- Strong influencing, relationship building and stakeholder management skills
- Creative, proactive and pragmatic problem-solving approach, finding ways to make progress through complexity and uncertainty, remaining composed under pressure
- Ability to understand and respect established working practices while identifying and championing progressive changes

- Ability to understand and map processes to identify gaps, opportunities and risks, and work on multiple projects
- Fast learner, ability to get up to speed quickly on key topics
- Strong team player with an ability to work independently in a collaborative and fast paced environment
- Desirable: experience of LMS/LXP implementations; experience of working with offshore teams

We would be interested in candidates available to start in June

**We offer a competitive remuneration package, which includes:**

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A sports club allowance
- 27 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation and option to split your working week between working from home and in the London office
- After one year's service, private medical insurance cover, and annual travel insurance cover

**Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at [jobs@cisi.org](mailto:jobs@cisi.org)**

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