

Job Specification

Job No	GEN0032
Sector	Public Sector
Job Title	Programme/Project Manager, Business Analyst, Senior Consultant
Grade	Senior Consultant, Principal Consultant
Reporting To	Enterprise Manager
Permanent/Contract	Permanent
Location (On/Off Client Site/Offshore)	The roles will involve working both on and off client sites in the UK (when office based, this is likely to be Central Belt).
Length of Contract	N/A
Start Date	ASAP
Salary/ Contract Rate	Competitive rates or salary plus benefits
Job Description Summary (experience, education, skills, environment)	<p>We are looking to recruit experienced key players who can enhance consultancy and project delivery, in our highly customer focussed business. Playing a key part in contributing to the successful growth of the Company, you will be responsible for developing propositions for our customers and leading projects to deliver consultancy. You will also manage elements of IT projects, including software development projects, and provide a professional customer interface throughout.</p> <p>From a strong IT background and experience of full software development lifecycle management, you must have the skills, experience and flexibility to perform all of the following functions:</p> <p>Project Management</p> <p>Managing all areas of large-scale projects including:</p> <ul style="list-style-type: none"> • budgets; • resources; commercial and contractual aspects; • customer interface; • quality; • and delivering to target on these areas. <p>Customer Management</p> <p>Maintaining excellent customer relationships at the appropriate level pre, during and post project, with experience in resolving difficult project-related matters.</p> <p>Bid Management</p> <p>A motivated self starter, able to generate new ideas and initiatives, and capable of:</p> <ul style="list-style-type: none"> • providing high quality pre-sales support;

- managing and producing proposals/ITT documentation;
- winning work for self and others;
- developing new customers.

Business Analysis and Consultancy

Ability to undertake a variety of consultancy assignments for customers.

People Management

Effective deployment of resources and supervision of large teams and/or management of a variety of accounts.

Team Development and Motivation.

Having experience of continually providing feedback/mentoring to your team, you should be approachable and able to proactively provide guidance to less experience staff.

Excellent verbal and written communication skills

Candidates require a track record of engaging successfully with senior-level customer contacts and must be able to communicate effectively and professionally with various levels of IT staff, business users and management.

**Skills
(Essentials/Desirables)**

Essentials

Desirables

Technical skills

Proven track record in IT project management.

In-depth business analysis skills

Experience of proposition development and solution delivery

Experience in bid management and full involvement in the sales process

Team leadership and people management experience

Technical consultancy experience

Experience of working within a formal quality environment

Awareness of current technologies

Skills (continued)
(Essentials/Desirables)

Non technical skills

Excellent communication skills – experience of presenting at senior/board level

Excellent planning and organisational skills (can plan and meet own timescales)

First-class customer facing skills

Highly motivated and demonstrates initiative

Experience
(Industry/Hardware/Software)

Candidates should have a level of IT industry experience commensurate with the role, typically gained from approximately 10 years industry experience.

Qualifications

Degree qualified

Miscellaneous

A full, clean driving licence is essential.

Candidates must be willing to travel and work away from home when required.