

JOB DESCRIPTION

SENIOR PROJECT MANAGER

2021



About Curtis Banks

We are a leading provider and administrator of self-invested personal pensions (SIPPS), part of Curtis Banks Ltd, based in one office on Princes Street, Ipswich just a 5 minute walk from the railway station. Our employees are a mix of all ages with a vibrant, fun culture that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit curtisbanks.co.uk or find us on LinkedIn and Facebook.

About this vacancy

The Change team supports change across the business, providing tools and resources to support the daily operation and strategic deliveries of the business.

The jobholder will require to undertake the management of projects, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales and quality.

Job title:	Senior Project Manager	Closing date	16/05/2021
Grade	5	Salary range:	Depending on experience.
Full/part time*:	Full Time	Contract:	Permanent

* Please specify working hours if different from standard full time employee

Business area:	IT and Change	Job family:	IT and Change
Hiring manager:	Group Head of Project Management	Approved role:	No

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Principal accountabilities:

1. Takes end to end responsibility for the delivery of projects establishing and maintaining the correct structures to control and monitor the deliverables to the business, including where appropriate the delivery of the target operating model.
2. Leads project planning, scheduling, controlling and reporting activities for projects, ensuring that comprehensive project, quality, and risk plans are prepared and maintained and issues are actively managed through to their successful resolution.
3. Implement effective communication plans appropriate to the audience situation and the desired outcome in order to manage the smooth delivery of the project.
4. Manage third party relationships ensuring that dependencies are identified and managed and deliverables are achieved, as defined in the project's plan and without incurring unnecessary cost or delay to the project.
5. Maintains effective financial controls and project progress forecasting, and reports as appropriate.
6. Ensures that a change control procedure is in place, and actively used to assess the effect of changes to the projects on costs, timescale and/or resource needs and reports these to project sponsors.
7. Identify, secure and manage project resources to achieve project objectives in line with the project plan, approved funding and within expected quality and timescales.
8. Demonstrate compliance with agreed methodology, standards, policies and procedures to ensure strong governance, sharing knowledge and providing feedback and ideas so that performance is continually improved.
9. Ensures that projects are formally closed, that lessons learned are captured and that benefits realisation planning has been initiated.
10. Ensure that appropriate prioritising, planning, resourcing and contingency for customer issues are integrated into project and resource plans so they are central to delivery and aligned to Curtis Banks Customer Experience and Treating Customers Fairly Policy.

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Qualifications

- 5 GCSE's (or equivalent) at grades A-C (or equivalent) to include English and Maths (essential)
- PRINCE2 practitioner qualification is essential
- Additional qualifications such as MSP, ITIL, M_o_R and MoP, etc are useful but not essential.
- Proven project management experience over 5 years

Knowledge

- Knowledge of project management methodologies, in particular PRINCE2 practitioner (or equivalent)
- In-depth knowledge of process improvement and change management tools and methodologies
- An awareness of regulatory and legislative influences
- Financial services experience preferable
- An awareness of market practice including trends, new developments and issues of the day

Skills and Experience

- Competent in use of the MS Office suite of tools, including Visio and MS Project
- Proficient in principles, methods, techniques and tools for the effective management of projects from initiation through to implementation. Example: PRINCE, MSP, MoP.
- Making decisions at the appropriate time, taking into account the needs of the situation, priorities, constraints and the availability of necessary information.
- Understanding the hierarchy and culture of own, customer and supplier organisations and being able to identify the decision makers and influencers in order to successfully implement target operating model.
- Proficient in principles, methods, techniques and tools for the preparation and monitoring of budgets to minimise costs and ensure cost-effectiveness.
- Proficient in methods and techniques for creating and delivering effective training to support the implementation.
- Familiar with methods and techniques for selection and managing contracts to ensure that third parties adhere to agreed contract requirements.

Treating customers fairly

- Consider the needs of the particular target markets for products and tailor the service proposition to meet those needs effectively
- Ensure customers are provided with relevant information at appropriate times throughout the life of products to enable them to manage their reasonable expectations regarding the potential future benefits available
- Ensure customers have sufficient information to enable them to understand when advice may be required and, where appropriate, ensure customers have access to suitably qualified advisers

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, fantastic holiday benefits and the opportunity to take part in our Sharesave Scheme.
- Amazing Pension contributions from the business
- Benefits scheme that includes discounts from shops, gyms and many more...
- Length of Service awards