



# Project Manager

Location: Home / Field based

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## About the role

The role of the Project Manager is to maximise predictable revenues by planning, executing, and finalising customer delivery projects according to deadlines and budgets. This includes acquiring resources and coordinating the efforts of team members and third-party contractors in order to deliver projects according to plan. In conjunction with the customer, the Project Manager will also agree the project's scope and objectives, and oversee quality control throughout its life cycle.

Idox project management requires dynamic, committed and resourceful individuals who enjoy demanding, fast-paced environments which demand effective prioritisation, excellent time-management and multi-tasking skills.

## The post holder will:

- Manage and control the delivery of multiple concurrent projects of all sizes within a commercially aspirated delivery framework
- Devise delivery strategies which maximise project revenues, minimise costs, and ensure customer satisfaction
- Manage the full project life-cycle from beginning to end
- Agree with the customer the scope, deliverables and acceptance criteria for projects
- Obtain stakeholder buy in to project plans and programmes of change
- Plan and schedule project timelines and milestones using appropriate tools
- Develop and maintain MS project plans and associated project documentation
- Work with resource managers, other Idox departments and 3rd parties to identify and schedule project resources
- Supervise and motivate resources involved in project deliveries in a matrix-management structure to ensure quality and consistency
- Estimate and track project costs so as to complete implementations within acceptable budget tolerances
- Effectively and regularly communicate with internal and external project stakeholders
- Manage expectations with both the customer and company stakeholders
- Delegate tasks and responsibilities to appropriate personnel
- Identify and resolve issues and conflicts within projects
- Develop and deliver progress reports, proposals, requirements documentation, and presentations
- Ensure project acceptance criteria and invoicing milestones are understood and agreed by the customer throughout project life cycle
- Proactively manage changes in project scope, identify and address issues, and devise contingency plans
- Identify and manage project risks, dependencies, deliverables and milestones along a critical path
- Ensure smooth transitions to business as usual at project completion



- Manage all financial aspects of the projects including customer invoicing
- Maintain an accurate 12 month invoice forecast across project portfolio
- Develop and maintain strong customer relationships through regular communication, on and off site
- Document and communicate project lessons to support a culture of constant learning and improvement.

## Personal Specification

### What would make someone successful in this role:

- Experience of managing software projects in a commercial or public sector environment
- Previous exposure to Idox software would be highly advantageous
- Ability to understand and clarify customer requirements, and effectively communicate between technical and non-technical personnel
- Strong commercial awareness
- Flexibility; can alter plans to react to shifting priorities, demands and timelines
- Experience of working with Project Methodologies such as PRINCE2® (training can be given) or similar and experience of customising methodologies to meet needs
- Strong familiarity with project management software, such as Microsoft Project and MS Excel
- Experience of working both independently and in a team-oriented, collaborative environment
- Highly organised with an ability to manage time and execute tasks effectively within in a fast-moving high-pressure environment
- Ability to read communication styles of customers and other team members and contractors who come from a broad spectrum of disciplines
- Persuasive, encouraging, and motivating
- Ability to elicit cooperation from a wide variety of sources, including senior management, clients, and other departments
- Ability to resolve conflicts and address objections from customers and wider project teams
- Ability to negotiate and reach compromise to ensure project completion
- Excellent written and oral communication skills
- Ability to learn, understand, and apply new technologies
- Able to travel across the UK is required including occasional overnight stays.

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## About Idox

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries



such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.900 staff located in the UK, the USA, Canada, Europe, India and Australia.

Idox has many offices across the Country and therefore travel will be required.

## The Benefits

A competitive salary (depending on experience) along with an excellent benefits package is offered to the successful applicant.

## How to apply

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to [Join.Us@idoxgroup.com](mailto:Join.Us@idoxgroup.com).

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

## Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy>