

Project Manager

Idox Software/ Transport
Home / Field based

About the role

Reporting to the Idox Transport Head of Projects, the primary role of Project Manager is to maximise predictable revenues by planning, executing, and finalising customer delivery projects according to agreed deadlines and budgets.

This includes acquiring resources and coordinating the efforts of team members, development / support functions and third-party contractors 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, but will effectively be responsible for the detailed and accurate management of any agreed contracts, whilst also working within an agreed [PRINCE2] based project delivery framework or process.

This role will require a good level of technical understanding of Real Time Information (RTI) systems, UTC and UTMC products, including system architecture, configuration and general operation and functionality. Ideally you will have had a minimum of 5 years implementing and maintaining these systems, prior to progressing into delivery or project management of them.

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.

You would be responsible for:

- Management and control of the delivery of multiple concurrent projects of all sizes within a commercially aspirated delivery framework
- Devising delivery strategies which maximise project revenues, minimise costs, and ensure customer satisfaction
- Management of the full project life-cycle of agreed contract[s] to ensure full adherence to all governance, delivery and specification requirements
- Secure full stakeholder acceptance of project plans and programmes of change
- Planned and scheduled project timelines and milestones using appropriate tools
- Accurate and up to date plans in MS Project and associated project documentation
- Focused collaboration with resource managers, other Idox departments and 3rd parties to identify and schedule project resources
- Client management to ensure project acceptance criteria and invoicing milestones are understood, agreed and maintained throughout project life cycle
- Proactively management of change in project scope - anticipating issues, and devising appropriate contingency plans
- Supervise and motivate multi-disciplined teams involved in project deliveries in a matrix-management structure to ensure quality and consistency, delegating tasks as required
- Estimate and track costs to complete projects within acceptable budget tolerances
- Communicate with internal and external project stakeholders, managing expectations at all times
- Identify and resolve issues and conflicts within projects as they arise
- Develop and deliver progress reports, proposals, requirements documentation, and presentations as required

- Identify and manage project risks, dependencies, deliverables along a critical path
- Manage project testing and sign off activities with the client, to include FAT, SAT & UAT
- Ensure smooth transitions to business as usual at project completion
- Manage all financial aspects of the project including customer invoicing, revenue trading forecasts and debt recovery
- Maintain an accurate 12 month invoice forecast across project portfolio via the Agresso system
- 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.

To be successful in this role, you will need:

- Experience of managing complex system integration projects and/or software based projects in a commercial or public sector environment, or demonstrate relevant work experience
- Previous exposure to transportation [Real Time Information, UTC/UTMC] products would be highly advantageous, preferably in an implementation and/or maintenance role
- Good knowledge of RTI system architecture and an ability to explain and maintain architecture diagrams and drawings
- Ability to understand and clarify customer requirements, and effectively communicate between technical and non-technical personnel, customising methodologies to meet needs
- Experience of client training both in person and remotely
- Flexibility; demonstrate ability to alter plans to react to shifting priorities, demands and timelines
- Experienced user of project management software, such as Microsoft Project and MS Excel
- Highly organised with an ability to manage time and execute tasks effectively within in a fast-moving high-pressure environment
- Consulting skills – ability to interpret communication styles of customers and other team members and contractors who come from a broad spectrum of disciplines
- Ability to negotiate and reach compromise to ensure project completion, resolving conflicts and address objections from customers and wider project teams as you go
- Ability to travel across the UK, including occasional overnight stays; occasional visits to Idox offices abroad, including India.

Additionally useful:

- Familiarity with use of project methodologies i.e. PRINCE2® or similar.

About Idox plc

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.700 staff located in the UK and worldwide, including Asia, Europe and North America. Idox has many offices across the UK and therefore travel will be required.

The Benefits

This post commands a competitive salary depending upon experience, along with an excellent benefits package.

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.

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.html>