

Job Description:

JOB TITLE: Project Manager & Consultant

JOB STATUS/TYPE: Permanent Full-time

LOCATION: The base location will be Wellingborough, Northamptonshire, but the role will involve travel to client sites and other such sites/locations as advised by the company. There will be flexibility in relation to working from home.

REPORTING TO: Client Services Director.

PURPOSE:

To provide Project Management and Consultancy services to clients on client-side People Technology implementations, provider-side implementations, and selection/procurement projects.

RESPONSIBILITIES:

Client-Side Implementations

- Client-side Project Management: Project planning, status reports, risk, and issue logs, tracking budgets/deadlines and leading the project team
- Client-side Consultancy: Act as SME across HR, Payroll and Workforce Management, Solution blueprinting, process re-engineering, reports identification/testing, internal roll out support, UAT, training, post-live support etc
- Data Migration/Administration project supervision

Provider-Side Implementations

- Implementation projects for customers of our partners
- The postholder is expected to undertake training/certification on partner products. This will be determined based on demand and the needs of the organisation

Procurement Projects

- People Technology Selection/Procurement projects

Internal / Support activities

- Training colleagues
- Sharing knowledge with colleagues
- Mentoring colleagues
- Research of the HR/Payroll/T&A/Talent Management software market
- Partner relationship management
- Client account management
- Sales and Business Development
- Sales and Marketing support
- Pre-sales support/demonstrations
- Certifications for provider-side products

Person Specification:

- Experience of project managing the implementations of any of the following types of systems: HR, Payroll, Time & Attendance/Workforce Management
- A previous operational background as a HR and/or Payroll Professional, having progressed into project managing the implementations of HR and/or Payroll systems on the client-side. We are also happy to consider candidates with experience on the vendor side
- Very strong Microsoft Office skills in particular Excel
- Outgoing personality
- Good attention to detail
- Must be well organised and capable of managing various projects simultaneously
- Excellent communication skills
- Excellent command of English (speaking, reading, writing, and listening)
- CIPP or CIPD certification would be an advantage
- Valid UK driving licence, car owner and willing to travel