**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION:**

**IT Project Manager**

**LOCATION:** Head Office, Chandlers Ford - some national and international travel

**POSITION PURPOSE:** The role of IT Project Manager is critical to plan and lead our most essential IT projects across the group, ensuring successful execution and alignment with our overall business goals.

This role will be responsible for leading and overseeing complex IT projects from conception to completion, ensuring they are delivered on time, within budget, and to the highest quality standards, while fostering strong relationships with clients and cross-functional teams.

**RESPONSIBLE TO:** Group Programme Director

**RESPONSIBLE FOR:** N/A

**REGULAR CONTACTS: External** New and existing customers

 Suppliers and Vendors

 Auditors

 Consultants

**Internal** Business Leaders and Senior Management Team

 Project Teams and Managers

 IT Department

 Finance Department

 HR Department Compliance and Quality Teams

Marketing

Procurement and Supply Chain

**MAIN RESPONSIBILITIES:**

* Manage a portfolio of complex initiatives that span one or more areas
* Provide on-site leadership for project team by building and motivating team members to meet project goals
* Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one or more initiatives simultaneously
* Report on project success criteria results, metrics, testing, and deployment management activities
* Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence
* Participate in establishing practices, templates, policies, tools, and partnerships that facilitate project success
* Prepare estimates and detailed project plan for all phases of the project
* Procure and manage adequate resources to achieve project objectives in planned timeframes
* Manage the day-to-day project activities and resources
* Provide status reporting regarding project milestones, deliverable, dependencies, risks, and issues
* Understand interdependencies between technology, operations, and business needs
* Manage ongoing quality control and participate in quality issue resolution
* Assist in dispute, negotiation, arbitration, or litigation, as needed
* Support formal/informal schedules to manage the engagement contract
* Delegate tasks and responsibilities to appropriate personnel
* Coach, mentor, motivate, and supervise project and program team
* Effectively communicate with superiors, team members, clients, and other stakeholders
* Continue professional development in order to keep abreast of emerging technologies, methods, and best practices

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

* Extensive experience in leading IT business projects, with demonstrable experience of successful delivery.
* Extensive experience in managing complex IT projects or programs in a finance, sales, service, quote to cash and manufacturing environment, largely based upon the application of technology and associated business process change.
* Strong strategic thinking, decision-making, and problem-solving skills.
* Team management skills, with experience leading diverse, geographically dispersed teams.
* Excellent communication and interpersonal skills, with the ability to guide and motivate diverse teams, as well influence and engage stakeholders at all levels of the business.
* Relevant certifications such as PMP (Project Management Professional) or PRINCE2 (Projects IN Controlled Environments) are advantageous along with agile methodologies.
* Proven track record in leading successful IT projects and change initiatives and achieving positive outcomes in complex environments.
* Experience of leading complex IT change projects especially with networking, infrastructure, Microsoft Azure, SharePoint, cyber security technologies, along with the integration/migration of IT systems as part of company acquisitions and expansion.
* Experience leading projects associated with IoT telemetry would be a real bonus as would experience in leading data projects.
* Experience of process re-engineering to deliver project outcomes in a commercial setting.
* Ability and willingness to travel nationally and internationally for company sites when needed.