

Position Title:	Group IT – Project Manager
Reports To:	Group IT - Head of Business Systems
Overall Job Purpose:	<p>This role is based at our office in Theale, Reading and includes regular interaction with other geographically located teams.</p> <p>The Project Manager will be responsible for leading and managing the deliverables and team to deliver technology solutions for the business.</p> <p>The Project Manager is responsible for scoping, planning and delivering to time, quality, managing discreet work packages and large projects aimed at introducing systems and business change for the group businesses.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Accountable for delivering results for large/complex/cross-functional project initiatives within established timeframes and quality measures • Direct resources on assigned projects and ensure clarity of project roles and responsibilities • Translate project goals/objectives into a defined future state and project success measures that can be understood by project stakeholders and delivered by the project team • Communicates project status to key stakeholders. Document and communicate meeting minutes and key decisions. • Conduct/Participate in periodic steering committee meetings with executive and Senior management to communicate high-level project status, obtain critical decisions and guidance, and ensure continuous organizational commitment. • Confirms of project scope (deliverables) and creation of a costed and resourced plan to deliver • Manages a project team/work streams (may be virtual) – ensure each member is aware of their tasks and when they have to be delivered by • Ensures that risks / issues / dependencies that may impact project delivery to time, cost, quality are identified and managed • Ensures that project reporting and governance is carried out on their projects and that the purpose of this is constantly communicated to the wider Direct Wines business • Organizes, guides, and directs the activities of the cross-functional project team. Prioritizes tasks to meet deliverables and commitments on time. Ensures that project member's time and experience is well utilized. Recommends alternatives/options to minimize risk
Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> • Preferable degree in Engineering, Technology or Computer Science or related field, otherwise other equivalent qualifications or relative work experience.

	<ul style="list-style-type: none"> • Certified in PMI/PRINCE 2 Project management disciplines
	<p>Desirable</p> <ul style="list-style-type: none"> • Masters in Technology/Business Administration an advantage. • Other professional IT qualifications would be an advantage.
Experience:	<p>Essential</p> <ul style="list-style-type: none"> • Multiple large-scale ERP/Ecommerce implementation ownership experience in the capacity of Project Manager or Program Manager • Recent hands on experience in running large projects from initiation to closure with geographically diverse teams. • End to end delivery of a range of projects – Software development, infrastructure, business change • Experience in introducing agile concepts as appropriate to different project situations • Experience of managing external IT suppliers • Experience of chairing executive level steering groups • Evidence of commercial focus in identifying and delivering business benefits • Experience at working both independently and in a matrix managed collaborative environment. • Ability to think strategically (big picture) and tactically in regards to project planning, scoping, budgeting, and quality. • Has worked within an IT PMO and has understanding and appreciation of processes/procedures and governance required to lead large projects and programs • Leading large teams in a matrix environment consisting of various types of roles and skill sets • Ability to facilitate and coordinate meetings in an effective manner • Ability to deal with tight timelines, limited resources and still deliver on time and within scope • Ability to lead several projects at once that have a common strategic goal <p>Desirable</p> <ul style="list-style-type: none"> • Should have worked on long term assignments with international companies. • Strong business knowledge and experience in Food, Beverages, FMCG or related industry.
Personal Qualities and Skills:	<p>Specific</p> <ul style="list-style-type: none"> • Expert in use of Microsoft project • Financially literate and able to identify and track and control both costs and benefits arising from the project. • Excellent written and verbal communication skills. • Good presentation skills • Good influencing and negotiating skills

	<ul style="list-style-type: none"> • Problem solving • Decision making
	<p>General</p> <ul style="list-style-type: none"> • Self-starter capable of working under their own direction. • Good oral and written communication skills • Strong analytical, creative, proactive thinking and problem solving skills. • Committed knowledge sharer both via documentation and other less formal communications. • Keen to learn from experience, formal training and tailored self-betterment. • Highly self motivated and directed. • A flexible approach to work and working hours • Logical and efficient with keen attention to detail. • Results orientated. • Team-oriented and skilled in working within a collaborative environment. • Be sensitive to cultural differences among individuals and groups of persons • Stable and long term approach.