



Job Description

Title: Senior Project Manager

Department: Operations

Title of Supervisor / Manager: Chief Operating Officer

About ELCOM

ELCOM have focused decades of know-how on pioneering flexible proprietary technology with one aim: to help our clients simplify, optimise and energise their Supply Chain. ELCOM runs and maintains the Scottish Government's PECOS P2P service which automates the processing of purchase orders through to the payment of invoices covering £6.5bn+ per annum of Scottish Government spend. ELCOM also provides eProcurement, eInventory, eHealth and eFunding solutions for clients in the UK and around the world.

Description

Despite the Covid-19 crisis, ELCOM have continued to deliver strong double-digit growth in 2020 and require a Senior Project Manager to increase the delivery capacity for existing projects on the programme of work. In addition, there is a strong pipeline of future projects which needs to be delivered in line with our aggressive plans for future growth. The Senior Project Manager will be responsible for a portfolio of projects as well as acting as the liaison between the business and delivery stakeholders (IT, Product, R&D and Implementation Teams). The role will be client facing with projects across multiple sectors including Health, Education, Central and Local Government.

PRIMARY RESPONSIBILITIES:

- Responsible for start-up, delivery and closedown activities for external client implementations and internal R&D projects
- Interfaces with all levels of ELCOM team members and management to undertake detailed planning and project scoping activities.
- Managing multiple concurrent work streams in a dynamic environment including key system integrations
- Owning project documentation which involves among other things preparing and agreeing PID, Project Plan, RAID log, carrying out risk assessments and running project meetings.
- Promote and follow best practices and implement effective processes to ensure reliable, high-quality and documented project delivery

Requirements

- Proven skills in project management, with experience of delivering large and complex software solutions

- Strong planning and organisational skills, with the ability to effectively juggle multiple priorities
- Comfortable working at a strategic, operational and tactical level
- Full end to end delivery of application systems, from requirement gathering and obtaining estimates to running workshops, UAT and implementation
- Excellent problem-solving and decision-making skills, comfortable distilling complex issues into structured frameworks and tactical action plans
- Excellent communication and influencing skills, with the ability to influence and challenge effectively at all levels, both internally and externally
- Experienced in using MS Project, Project Libre, Asana, Instagantt or similar Project Management Tools
- Self-motivated problem solver and a team player
- Excellent interpersonal skills and the ability to work collaboratively
- Excellent written and oral communication skills with attention to detail

DESIRED SKILLS:

- Experience of inventory, point of care and / or procurement business processes
- Experience of working with the public sector (ideally with NHS)
- Experience of Agile Development (Scrum) & Project Management methodologies
- Knowledge of quality management systems e.g. ISO 27,001
- Familiar with Jira Software Project Management Tool

Education and Experience

- Prince2 Practitioner / PMP Certification or equivalent qualification
- 5+ years commercial Project Management experience

Benefits

- Competitive Salary
- Opportunity for career progression
- Contributory pension scheme
- Flexible working with home-based days