

IT Project Manager

Type of Vacancy:

Fixed Term Contract (12 months)

Full time/Part time:

Full-Time

Location:

Birmingham

About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 69 offices across 34 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

Key responsibilities:

- Representing Eversheds Sutherland as the customer Project Manager in a relationship with the supplier's data migration delivery team.
- Working with Eversheds Sutherland's technical team to complete the agreed deliverables in the plan.
- Working with the delivery teams and testing partner to co-ordinate testing.
- Working effectively within the organisation structure of the wider programme, forming good relationships with colleagues and suppliers to deliver the full programme as a team.
- Effectively estimating costs, timescales and resource requirements for the successful delivery of the data migration workstream.
- Ensuring that realistic project plans are prepared and maintained and tracking all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
- Monitoring costs, timescales and resources used, and taking action where these deviate from agreed tolerances. Ensuring that delivered systems are implemented within these criteria.
- Identifying, assessing and managing risks to the success of the project.
- Providing effective leadership to the project team ensuring that team members are motivated and developing their skills and experience. Taking appropriate action where performance deviates from agreed tolerances.
- Actively representing the project team, ensuring that effective relationships are built and maintained with the business.
- Ensuring that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are captured and actioned. Producing appropriate documentation to support these processes.

Skills and experience:

- Educated to degree level or hold a professional qualification.
- PRINCE 2 Practitioner qualified.
- Minimum of 5 years of experience in a project management role.
- A comprehensive knowledge of migrating data into iManage DMS.
- Experience of OpenText DMS would also be an advantage.

Key competencies

- Decision Making - Making decisions at the appropriate time, taking into account the needs of the situation, priorities, constraints and the availability of necessary information.
- Progress Monitoring - Checking progress against targets, reporting as necessary and taking action to resolve exceptions and Planning and Organisation - Determining a course of action by breaking it down into smaller steps and by planning and resourcing each of these, making allowance for potential problems.
- Project Management - Principles, methods, techniques and tools for the effective management of projects from initiation through to implementation. Example: PRINCE 2.
- Project Planning and Control - Methods and techniques associated with planning and monitoring progress of projects. Examples: product/work breakdown structures, critical path analysis, earned value, resource analysis, conflict resolution.
- Project Risk Management - The identification, assessment and management of project risks, which could result in time or cost over-runs, or failure to deliver products which are fit for purpose.
- Contract Management - Methods and techniques for managing contracts to ensure that suppliers adhere to agreed contract requirements.

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.

In addition to the above, Eversheds Sutherland also require awareness of and full participation in the Firm's commitment to equality and diversity, the environment and health and safety.