

Project Manager- Property & Facilities

Practice group/Global Operations team: Global Operations

Full time/Part time: Full time

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.

The Team

Our Property and Facilities team have responsibility for all aspects of the operation and management of Eversheds Sutherland's properties. The main activities of the P&F team include property acquisition, disposal and space utilisation, general operations, administration, maintenance and repair. In addition they manage the contents and all services required to provide a quality, safe and secure environment for Eversheds people, our clients and visitors.

We are recruiting a Project Manager who will report to the Senior Project Manager and will work closely with colleagues and suppliers in the UK and abroad as part of a programme of Environment, Health and Safety projects, including providing project governance to support Eversheds Sutherland in achieving Carbon Net Zero. Location is flexible for the right candidate, however flexible working across offices will be considered, and travel to other Eversheds Sutherland's offices will be necessary, including offices outside of the UK.

The Role

As part of this role you can expect to be involved in:

- Supporting the strategic direction of the Firm's real estate portfolio;
- Working effectively within the organisation structure of the wider Property and Projects team to deliver projects, forming good relationships with colleagues and suppliers to deliver the full project as a team
- Working effectively alongside other project managers, delivering projects which may have overlapping resource requirements
- Effectively estimating costs, timescales and resource requirements for the successful delivery of the project
- 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
- Communicating to ensure stakeholders (at all levels of seniority) are fully informed and aware of progress, as well as being able to provide advice on best practice

Minimum Skills & Experience:

- PRINCE 2 Practitioner qualified (essential)
- MSP Foundation / Practitioner qualified (desirable)
- Experience of working within a client-facing project management role, ideally in professional services

Desirable Skills and Experience:

- 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.
 - o Ensuring effective quality assurance and the overall integrity of the programme - focusing inwardly on the internal consistency of the programme and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
 - o Continually review the ongoing stream of requests to ensure they are correctly prioritised
- Project Management - Principles, methods, techniques and tools for the effective management of projects from initiation through to implementation. Example: PRINCE
- 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 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 / supplier Management - Methods and techniques for managing contracts to ensure that suppliers adhere to agreed contract requirements, and Managing third party contributions to projects and programmes.
- Stakeholder and Change management - supporting the legal and operational teams in identifying and managing change as a result of the project, while communicating the project's ongoing progress
- Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how to best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are an LGBT+ inclusive employer and are Stonewall Corporate Champions.