

## Certero Project Manager

### Why Join Us?

Certero is a successful technology business, operating within markets at the forefront of transformational change. We embody a culture of innovation, both in what we do and how we do it.

Certero is well established and succeeds within our markets at a truly global level, and we believe our people are critical to this success. We value experience and expertise as well as the elasticity, conviction and creativity that enables new concepts and ideas to thrive, become collectively real and drive us ever-forward.

Certero's growth provides a great opportunity to develop your career and diversify roles to suit your strengths, interests and ambitions.

### The Role

As a Project Manager at Certero you will be responsible for leading the successful delivery of multiple concurrent projects which could be either internal or external. These projects will include on-premise, hosted or hybrid product(s) implementation services to customers in a wide range of industries and locales. You will need to ensure the effective delivery of services such as Effective License Position & Optimization Service for some of the mega vendors such as IBM, SAP and Oracle. Delivering internal projects which will consist of working with teams such as security, marketing, development or the senior leadership team.

### Responsibilities

- Plan, coordinate, track and manage multiple concurrent projects and programs to successful completion.
- Plan, organize and communicate: Develop and manage project timelines to schedule. Proactively anticipate impacts of the current and future project phases. Translate project plans into business speak ensuring clear communication to stakeholders.
- Risk, Issue and Dependency Management:
  - Anticipate risks and issues; use problem solving and collaboration skills to take corrective action in a proactive manner to mitigate risks and resolve issues.
  - Work with stakeholders to identify dependencies bringing risk to the project.
  - Communicate risks and issues clearly to stakeholders at all levels.
- Prepare detailed project plans for all project work streams.
- Procure adequate resources to achieve project objectives in planned timeframes.
- Manage the day-to-day project activities and resources.
- Lead the project team through its planning, organisation and communication.
- Ensure that projects and programs are proceeding according to scope.
- Provide status reports regarding project milestones, deliverables, dependencies, risks and issues, communicating across leadership and external customers.
- Identify and develop trusted relationship with project and program stakeholders and sponsors.
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
- Understand interdependencies between technology, operations and business needs.
- Drive continuous improvement, including behaviours, templates, processes and best practices based on lessons learned from projects.
- Coach, mentor and motivate Junior Project Managers.
- Deliver appropriate and effective executive level communication.

## Key Skills and Experience

### Essential:

- 5+ years of project management and related experience.
- Relevant industry experience, including Broad knowledge of IT Infrastructure and managing software delivery and/or delivering project services to multi-client environments.
- Project Management qualification such as Prince2 Practitioner or/and AgilePM Practitioner.
- Experience in project governance, such as RAID log, Project Status Reports and Scope management.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing technical projects through the full life cycle.
- Proven ability to solve problems creatively.
- Excellent leadership, communication (written, verbal and presentation) and interpersonal skills.
- Self-motivated, with the ability to adapt to change and competing demands.
- Knowledge and experience of Microsoft Office Suite.
- Comfortable working in a fast-paced environment and delivering against multiple objectives.
- Understand the importance of detail and organisation required for project delivery.
- Experienced at managing multiple stakeholder groups and balancing diplomacy and tact with assertiveness.
- Very good prioritisation skills to balance key priorities.
- A strong customer centric approach.
- Strives to do the "right thing", not just the "easy thing".
- A desire to and understand Certero products and processes.
- Rational thinker with the ability to make effective decisions.
- Prioritises effectively, maintains a clear focus and sees action through to delivery.
- Is energetic, determined, positive, goal focussed and consistent - even under pressure.
- Builds trust and demonstrates integrity in all circumstances.

### Desirable:

- Knowledge of Software Asset Management.
- Knowledge of both Product and Services delivery.

## The benefits of working for Certero

We're committed to creating a workplace where everyone is respected, our differences valued and people can be themselves without exception.

You will be working in our impressive, newly refurbished Certero Campus. At a shade under 20,000 square feet and set in 2 acres of land, our UK Headquarters boast extensive free car parking facilities, electric vehicle charging, a gym, a recreation / relaxation space and access to state-of-the-art technology.

We believe in the importance of investing in our employees, and therefore offer some great benefits as standard:

- Competitive annual leave with an optional additional holiday-buy scheme.
- Bupa private medical care, with options to add dependants.
- Bupa Blue app that provides access to a remote GP 24/7.
- Employee Assistance Programme
- Total-earnings Pension Scheme.
- Onsite Gym
- Company Perk and Discount Portal.

- Complimentary refreshments.
- Free on-site parking and electric vehicle charging
- Regular social events.