

Senior Project Manager

Salary £45– 52kpa

Location: Southend-On-Sea

Overview:

The Change Team are responsible for the implementation of all major change projects within Hood Group and we are currently seeking an experienced Senior Project Manager with an excellent track record of delivery to join our team. To be successful in this role you need to be resilient and pragmatic in the face of uncertainty and changing priorities. You will expertly manage multiple internal and external stakeholders, each bringing different priorities and points of view. You need to evidence strategic planning and be able to think 'outside the box'. You will also bring practical experience of actively managing project risks and issues.

Within this role you need to be capable of providing mentoring and guidance both within the Change Team and across the wider business. The role will involve working directly with Heads and Directors of Hood Group and also with external insurers, clients and suppliers.

This role reports to the Change Portfolio Manager, it requires strong leadership skills, excellent communication skills and robust stakeholder management. It is a diverse, challenging role which gives an opportunity to positively influence our business performance. It will suit someone who is pro-active, with drive and determination – someone who is able to work with people at a variety of levels, and who can maintain composure in occasional pressure situations.

Key Responsibilities:

- Ensure that projects are successfully delivered; work with the Exec Sponsor to initiate the project, agree the business requirements then develop a detailed Project Plan.
- Manage the Project Plan, ensuring that milestones are successfully achieved on time and the project is delivered in budget, on schedule, and within scope.
- Coordinate all project tasks, assigning responsibilities to relevant parties, monitoring and chasing progress.
- Responsible for all project communication, including concise accurate weekly reports, ongoing status reporting, risk management, escalation of issues that cannot be resolved in the team.
- Ensure strong project governance to ensure full control over progress, prepare and maintain relevant documentation for the various project forums.

- Liaise closely with key stakeholders both internally and externally, ensuring project dependencies are fully identified and managed.
- Manage a team of Project managers and Business analysts.
- Understand core business drivers and be able to adapt and prioritise project workstreams accordingly.
- Ensure all project risks are managed adequately with mitigating action plans defined and agreed.
- Manage and own relationships with third party organisations.
- Manage the project budget, ensuring strong cost control.
- Deputise for Portfolio Manager as and when required.
- Any other adhoc duties as required.

Skills and Experience:

- Ability to multi task and manage multiple projects in parallel.
- Budget management skills.
- Line Management experience.
- Proactive trouble shooter with excellent problem-solving skills.
- Leadership based on strong integrity, honesty with self and team members.
- Positive, enthusiastic and highly motivated towards achieving success.
- Excellent communication skills and ability to deal with people at all levels.
- Openness and directness, able to negotiate effectively and be persuasive to achieve the project's success.
- Ability to effectively delegate tasks, achieving good co-operation from all levels.
- Good knowledge of change management models.
- Strong organisation skills, ability to organize and chair effective project meetings.
- Methodical and with good attention to detail.
- Composure under pressure and able to handle challenging timescales.
- Ability to work with minimum supervision.
- Ability to understand the importance of confidentiality in handling customer personal data.

Beneficial:

- Experience within Insurance/Financial Services projects.

Qualifications

- Minimum of 5 GCSEs at grade C or above or equivalent to include Mathematics and English.
- PRINCE 2 (or other formal project management framework) would be beneficial.

Competencies:

- Communication.
- People & Personal Development.
- Team Work.
- Customer Focus/ Results / Excellence.

About Us

The Hood Group is a privately owned business providing insurance solutions for over 30 years to some of the most well respected brands, insurance partners and financial intermediaries. Established in 1983, we came from modest beginnings in the City of London with a small team of passionate people who wanted to help change insurance for the better. We offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. The Hood Group is now one of the largest employers in South East Essex with around 180 staff, award winning services and cutting edge technology.

We invest in the careers of all our staff, through training, qualifications and by providing a pro-active learning environment. We understand the importance of staff well being and maintaining a good work/life balance and also provide opportunities such as flexible working and career breaks. There is a Group funded Sports and Social committee and we provide free local gym membership, seated acupuncture massages, and fitness classes in our onsite Wellbeing studio. On completion of probation we also provide an excellent benefits package that includes life assurance, pension scheme, medical cover, permanent health insurance and much more.