

## **Project Manager**

*Salary: Negotiable Dependent on Experience*

*Location: Maitland House – Southend – On-Sea*

### **Overview:**

To manage the lifespan of existing and future projects to ensure successful delivery within agreed timescales and budgets.

To ensure that all stakeholders are kept informed, updated and that confidence is instilled by the Project Manager that the Project is being managed efficiently.

### **Key Responsibilities:**

- Preparing and building required documentation for each individual project.
- Coordinating project tasks and assigning responsibilities to relevant staff, monitoring and chasing progress.
- Liaise closely with the Business Change Manager, internal staff and relevant external clients ensuring project dependencies are identified and managed.
- Managing the communication and information flow between all parties involved or contributing to the project (minutes, risk log, issue log, project plans and Gantt charts, regular update meeting co-ordination and leading, regular project updates).
- Attend checkpoint meetings with the project steering group and report on progress against the plan.
- Prepare status reports for operational and board meetings.
- Instigate and maintain consistent project processes to ensure tight control over progress.
- Maintain accurate configuration records ensuring there is an audit trail of all project activity.
- Liaise extensively within the business to take account of Business, User and Technical considerations.
- Report directly to the Business Change Manager for escalation of project issues and for regular formal and ad hoc project progress meetings.

### **Skills and Experience:**

#### **Required:**

- PRINCE (or other formal project management framework) trained is a pre-requisite of the role (qualification preferable,) as well as at least 2-years' Project Management experience
- Excellent communication skills and ability to deal with people at all levels.
- Ability to organise, manage and conduct meetings with staff at all levels.

- Analytical, methodical and displays good attention to detail.
- Ability to prioritise important and urgent tasks effectively.
- Ability to work under pressure and to challenging timescales.
- Ability to work with minimum supervision.
- Positive, enthusiastic and highly motivated towards achieving success.
- Flexible and innovative approach to tasks.
- Assertive and capable of achieving cooperation from other staff at all levels.
- Experience within Insurance/Financial Services projects

### **Qualifications**

- Prince2 or other formal project framework qualification) preferable or qualification already in progress
- Minimum of 5 GCSEs at grade C or above or equivalent to include Mathematics and English

### **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.

