

JOB DESCRIPTION

Job title:	Project Manager / Analyst
Reporting to:	Head of Projects
Department:	Project Management
Purpose of job:	To perform comprehensive business analysis and successfully deliver projects, working independently with stakeholders, while advising, leading, and influencing project teams from inception to completion.
Location:	London (Hybrid)
Hours:	Monday to Friday, Permanent, full-time
Reviewed:	February 2025

Job Responsibilities:

- Initiate and manage projects from the requirements gathering or 'Business Case' stage, to assembling project teams, all the way through deployment and project closure.
- Manage project logistics and co-ordinate team members (both internal and external) and project activities throughout a project's lifecycle.
- Deliver regular project updates to the project teams and Head of Projects.
- Liaise closely with key stakeholders across the various practice and business services areas building effective working relationships in order to garner support for the various projects and business goals you are tasked with progressing.
- Produce project communication documentation and presentations covering kick-off meetings, project financials, timescales, scope definition, project issues and risks.
- Identify, analyse and propose mitigation plans for risks that balance project needs and requirements with those of the business.
- Ensure 'buy-in' and escalation for key decisions as appropriate.
- Assist in resource planning and allocation, effort estimation and time tracking for all project related efforts.
- Analyse/gather requirements, prepare specifications and engage with technical teams to model solutions within the lifecycle of a project.
- Perform ad-hoc analysis of new business and process requirements as requested by the Head of Projects or Chief Strategy Officer; from initial problem statement, through requirements gathering, co-ordinating the identification of solutions (inc. liaison with third party suppliers) and assessing feasibility.
- Define or assist with the business case and the end-user requirements for new systems and projects.
- Document and perform quality assurance/testing tasks when required. Oversee User Acceptance Testing.

Qualification & Experience:

- Preferably educated to degree standard.
- Should hold a project management qualification (Prince2, Agile et al).
- Minimum of 5 years previous experience to include work in a business analysis or project leading environment.
- 2 years or more experience within a law or accountancy firm is preferable but not essential.
- Experience of managing multiple projects concurrently is essential for this position.
- Experience of using or supporting popular, market leading legal IT systems within core DMS, PMS and CRM disciplines is highly desirable.
- Experience with Microsoft Office Suite (Excel, Word, PowerPoint, Project, Visio).

Competencies:

- Very strong verbal and written communication skills.
- Strong analytical and problem solving skills.
- Good understanding of business analysis methodologies.
- Ability to work well under pressure.
- Must demonstrate patience, tact, empathy and be able to communicate effectively with all members of the firm.
- Proven ability to manage multiple assignments simultaneously while meeting deadlines and quality standards.
- Proven ability to work well in individual and group problem solving situations, effectively using logic and reason.
- Skills in solving problems, making decisions, and resolving conflicts.

General skills:

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).
- Delivers helpful internal and external client services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately.
- Shares information and ideas.
- Shows sound judgement, acts within boundaries.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and supportive team player.
- Reflects the firm's culture.