

STEWARTS

Job description

Job title:	Project Manager
Reporting to:	Head of Projects
Department:	Project Management
Purpose of role:	To lead the successful delivery of business change, AI and technology projects from inception through to implementation and closure, ensuring each project has clear objectives, measurable outcomes and demonstrable value to the firm. The role requires a blend of strong business analysis, practical project delivery and technical understanding, alongside the ability to work autonomously with stakeholders to capture requirements, manage risks, drive progress and deliver agreed outcomes effectively.
Hours:	Permanent, Full-time, Hybrid (3 days on site)
Reviewed:	June 2026

Job responsibilities:

- Initiate, plan and manage projects across the full project lifecycle, from business case development and project team assembly through to deployment, transition to BAU and closure, ensuring resources, effort, timeframes, logistics and internal and external stakeholders are effectively managed to support successful delivery.
- Provide clear, timely project reporting to project sponsors and senior stakeholders (eg the Head of Projects, CSO and CIO) that enables informed decision-making, early risk intervention and accountability across project teams.
- 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. Ensure 'buy-in' and escalation for key decisions as appropriate.
- Gather, analyse and document requirements, prepare specifications and work with technical teams to shape practical solutions.
- Produce or assist in the development of robust business cases and requirements documents that clearly articulate the problem, expected benefits, success criteria and measurable outcomes.
- Produce project communication documentation and presentations covering kick-off meetings, project financials, timescales, scope definition, project issues and risks.
- Analyse, monitor and propose mitigation plans for risks that balance project needs and requirements with those of the business.
- Document and perform quality assurance or testing tasks when required. Oversee User Acceptance Testing.
- Plan and manage the transition of completed projects into business as usual, ensuring ownership, support arrangements, documentation and operational processes are clearly defined to support successful adoption and long-term sustainability.

Qualification & Experience:

- Project management qualification (Prince2, Scrum et al).
- Experience delivering IT projects, ideally involving business applications, AI, system upgrades, data migrations, integrations, workflow tools and data-led change.
- Experience of managing multiple projects concurrently.
- Experience with Microsoft Office Suite (Excel, Word, PowerPoint, Project, Visio)
- Education to degree standard is desirable but not essential.
- Previous experience within a law or professional services firm is desirable but not essential.

Skills and Competencies

- Excellent written and verbal communication skills, with the ability to present complex information clearly to technical and non-technical audiences.
- Knowledge of programming concepts, integration mechanisms and data security.
- Strong organisational skills, with the ability to manage multiple assignments, prioritise effectively, maintain attention to detail and meet deadlines without compromising quality.
- Proven ability to work well in individual and group problem solving situations, effectively using logic and reason.
- Strong analytical and problem-solving skills, with the ability to apply sound judgement, identify risks, propose practical solutions and act within boundaries.
- Good understanding of business analysis techniques, including requirements gathering, process mapping, specification development and benefits definition.
- Calm and effective under pressure, with the ability to manage conflict constructively and escalate issues appropriately where required.
- Excellent interpersonal skills (respectful, positive, articulate, professional and sympathetic). Must demonstrate patience, tact, empathy and be able to communicate effectively with all members of the firm.
- Demonstrates commitment, enthusiasm and a proactive approach, delivering a high standard of service to internal and (where applicable) external stakeholders.
- Shows commercial awareness and represents the department and firm with professionalism.
- Listens carefully, follows instructions accurately, asks appropriate questions, shares information and ideas and works collaboratively as a respectful, reliable and supportive team player.
- Behaves in a way that reflects the firm's culture, values and professional standards.