



## Job Description

Job title: Project Manager

Department: Service Innovation

Jurisdiction: Jersey

### Purpose of the role

This role is a key position within Ogier's Service Innovation team responsible for the analysis, delivery and embedding of business transformation initiatives and projects across multi-jurisdictions.

### Key Responsibilities

- Provide day to day project team leadership to motivate and inspire project teams to deliver milestones according to agreed schedules
- Elicit business needs and requirements translating them into a clearly documented scope
- Collaborate with technical teams and subject matter experts to establish the recommended solution and analyse compromises
- Lead the analysis, documentation and proposition of solution options ensuring the options are based on sound commercial and financial judgement
- Ensure projects start, progress and finish with a defined and detailed scope including time, cost and governance parameters
- Provide and maintain the link between business objective and the delivery plan
- Provide accurate project status updates against milestones, project expenditure against budget and benefit realisation to all stakeholders
- Plan and mitigate project risks to acceptable levels to ensure project objectives and deliverables are achieved, communicating all risk mitigation steps relevant stakeholders
- Prepare and communicate various project related documentation
- Develop and execute project communication plans
- Contribute to the lessons learnt process
- Champion organisational learning and the embedding of projects.

### Competencies

The candidate will possess the following skills and knowledge, preferably practiced in a law firm or other similar professional services company:

- Demonstrable experience of project deliveries
- Prince2, MSP, Agile Project Management or other recognised project management qualifications preferable;
- Knowledge and experience of Microsoft packages, including Project, SharePoint, PowerPoint, Word and Excel;
- Ability to lead, develop and manage multi-disciplinary project teams across multiple global locations;
- Excellent communication skills in order to engage with stakeholders at all levels of the business;
- A strong customer centric approach and can lead by example; and

## Recruitment Protocols

- A strong desire to solve problems and contribute to a positive and supportive learning environment.

### Contact

To apply for this role please send your CV to [recruitment@ogier.com](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)