

Job Title: Senior Project Manager

Location: Milton Keynes Central / Work from home split

Reports to: Danielle Weston (Head of Client Services)

Hours: 40 Hours pw (Office Hours)

Start Date: ASAP

The Company

Kinetic is looking for a passionate and talented Senior Project Manager to join our rapidly growing organisation. The role will provide an imperative and strategic link between our customers, professional services, customer support and all other teams at Kinetic HQ.

Kinetic is the UK's leading event management and student accommodation software provider. We're owned by Constellation Software Inc who is a \$2.0bn turnover software group owning more than 400 individual vertical software companies, CSI can be best described as a sleeping giant. In the last ten year's they have been the most successful IPO in the market, even outperforming Salesforce.com!

Kinetic has achieved significant success in delivering our suite of innovative and mission critical applications for Higher Education commercial revenue generation, Student accommodation management and Event management for Unique Venues. We serve most of the UK's leading universities and Unique Venues such as Alton Towers, Leeds Castle and JCB World.

This is an ideal time to join our expanding company and become a key part of our continued success. Rewards will be commensurate to your contribution to this success and your potential to progress is limited only by your capacity to deliver against the goals you will be set.

The successful candidate will be located in our Central Milton Keynes office with our growing professional services team, which is made up of Project Managers, Developers, QA's and Trainers.

The Role

Kinetic requires a Senior Project Manager to ensure each project and project manager accomplishes the key project objectives, project milestones, budgetary constraints, scope management and finance. Working on multiple projects simultaneously of varying sizes, projects will be in relation to a sale to a new client or existing client. The role can include new client sales and implementations, and up sales of products to existing clients. The role is client facing and may require on-site meetings. The various aspects of this job are outlined below in more detail:

Responsibilities

- Workflow management – agree with the project stakeholders what the deliverables are before commencing projects.
- Process implementation – introduce and deliver processes to ensure projects are delivered on schedule.
- People management – Coach and guide the project managers to deliver consistently and effectively for our customers.
- Customer requirement management – assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Risk management – ensure risk management is completed, setting mitigation plans and executing if necessary.
- Proactive planning – Create project plans and share accordingly. Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Manage quality – plan, organise and direct all activities as required for successful completion of the project. Ensure project activities are consistent with the project objectives and that objectives can be met with available resources.
- Administer support system – complete administration so that relevant systems are up to date for reporting/ forecasting purposes.
- Cost tracking – continuously track project management time, charging for additional time if necessary. Track time spent against each project and adjust accordingly to ensure the correct level of profit is maintained.
- Relationship building – build strong relationships with customers and decision makers. Be the face of support.

Required Skills & Attributes

At Kinetic Software, we constantly strive to find the right people and provide all the tools and support to allow us to develop both personally and professionally. We are looking for bright and dynamic individuals who can bring energy and enthusiasm to a demanding role within a rapidly growing and successful company.

Required Competencies / Experience:

- 5 years+ experience of project management
- People leadership
- Strategic thinking
- Resilience
- Proactivity and Initiative
- Results oriented
- Planning and organisation
- Customer service focussed
- Problem solving and decision making
- Strong communication skills
- Team working and collaboration
- Commercial acumen
- Confident when delivering projects to clients.
- Software implementation background.

Beneficial Skills:

- Knowledge or use of the Kx Product suite
- Higher education knowledge and experience
- IT Infrastructure knowledge

In return, you will benefit from:

- Being part of an exciting team & working within a thrilling industry
- CSI performance bonus scheme
- 25 days holiday annually and public holidays in addition
- Company contribution to pension
- Excellent training and support with natural potential to develop further
- A company portal of staff benefits, which is customisable by you including private health care, life assurance, personal development, cinema tickets, wide range of discounts at retailers and much more!