**Job Description**

**Role title:** ERP Implementation Lead (Fixed Term Contract)

**Reports to:** Financial Operations Project Manager

**Grade:** Associate Director

**Sector:** Group Services

**Division:** Finance Operations

**Purpose / Scope of role**

We are seeking an experienced and detail-oriented Project Manager to oversee 2 Deltek Vantagepoint implementations. The ideal candidate will have a strong background in managing enterprise software implementations and a proven ability to deliver projects on time and within scope.

The Project Manager will collaborate with internal stakeholders and cross-functional teams to ensure a smooth and efficient implementation process. This role requires exceptional communication, organizational, and leadership skills, as well as a deep understanding of project management best practices.

**What success looks like in this role**

Success in this role means delivering both Deltek Vantagepoint implementations on time while meeting quality standards and ensuring stakeholder satisfaction. The systems should be fully functional, seamlessly integrated, and widely adopted by end-users, supported by effective change management and training. Risks are proactively managed, and cross-functional collaboration is fostered to ensure smooth execution. Post-implementation, the systems operate reliably, with clear documentation and support structures in place to enable long-term scalability.

**Key Responsibilities**

* End-to-End Project Management: Lead and manage the entire lifecycle of two Deltek Vantagepoint implementation projects, from planning to go-live and post-implementation support.
* Stakeholder Engagement: Collaborate with key stakeholders to define project goals, requirements, and deliverables while ensuring alignment with organizational objectives.
* Project Planning: Develop comprehensive project plans, including timelines, milestones, resource allocation, and risk management strategies.
* Team Coordination: Coordinate cross-functional teams, including IT, finance, and project teams, to ensure seamless execution of implementation tasks.
* Risk Management: Identify potential risks and develop mitigation strategies to minimize impact on project timelines and deliverables.
* Change Management: Drive change management initiatives to facilitate user adoption, including training, documentation, and process improvements.
* To carry out any additional activities that may be reasonably required or requested.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.
* Complete mandatory health and safety training modules and any that are specific to your role.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Extensive experience in project management with a track record of successful delivery.
* Familiarity with ERP systems, including system configurations, integrations, and data migration processes.
* Strong leadership and interpersonal skills to manage diverse teams and stakeholders.

**Desirable**

* Finance/chartered accountant background.
* Prior experience with Deltek Vantagepoint.
* Experience managing multiple concurrent projects and priorities in a dynamic environment.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**