

This job description outlines the key accountabilities of, and output required from, the post holder. It is not a definitive list and the role may well change and evolve over time. This job description is not contractual but outlines KCS' expectations of the job holder.

Job Title	Senior Project Manager
Department	Implementation
Location	Hungerford, Berkshire
Reports to	Project Delivery Director
Position Overview:	
<ul style="list-style-type: none"> ▪ Kerridge Commercial Systems (KCS) is the market leader in developing and delivering fully integrated business management solutions for distributors, suppliers, resellers, wholesalers and merchants. Our mission is simple: to design, implement and support high performance systems that enable our customers to source effectively, stock efficiently, sell profitably and service competitively. ▪ Working within the Professional Services Group, this role will be focused on delivery of our suite of products to both new and existing customers. 	
Main Duties and Responsibilities	
<ul style="list-style-type: none"> ▪ Manage multiple simultaneous work deliveries and projects with an ethos of personal responsibility in all that you do ▪ Potentially take responsibility for an end-to-end portfolio of deliveries ▪ Follow PM disciplines to: <ul style="list-style-type: none"> ○ Develop robust work and task plans ○ Define, track and manage resource plans ○ Manage delivery risks, issues and perform associated reporting, escalation and resolution ○ Follow processes and gating practices for quality assurance ○ Control change ○ Lead communications with your team and co-ordinate multiple parties to ensure close collaboration and alignment in work being delivered ○ Engage with teams outside of your immediate department ○ Track and report status ○ Manage budgets ○ Set and meet expectations both internally and externally ○ Produce deliverables on time and on budget ○ Keep all necessary internal systems updated ▪ Build virtual teams to efficiently and effectively resource and deliver work ▪ Effectively manage multiple internal and external stakeholders through proactive and transparent communications ▪ Consider the continuous improvement of processes and contribute to wider improvement initiatives ▪ Play an active role in the standardisation of process and tools across the UKI PSG department ▪ Support your wider team by championing particular areas of knowledge/ delivery that you have an interest in ▪ Actively seek out opportunities to mentor, coach and upskill other members of the PM team in order to further the team's level of skill and proficiency ▪ Perform delivery assurance assessments on projects across the portfolio as required ▪ Provide support and cover for colleagues as directed 	

Skills, Knowledge and Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Detailed knowledge of an industry recognised project management methodology, ideally PRINCE2 • Ability to engage with users through to board level • Demonstrable experience of managing projects simultaneously and delivering business benefit to the client • Excellent understanding of ERP systems and their delivery • Ability to agree and baseline customer requirements through effective stakeholder engagement • Attention to detail and thoroughness in all aspects of the project lifecycle • Competent in the use of Project Management tools • Proficient in Microsoft Office • 10+ years of Project Management proven experience <p>Desirable Skills:</p> <ul style="list-style-type: none"> • Prince 2 or similar qualification • Industry specific experience in key verticals such as Builders Merchants, Electrical Wholesalers, Plumbers Merchants • Knowledge of K8 applications 	
<p>Equal Opportunities KCS Group is an equal opportunity employer and values diversity.</p> <p>Health and Safety The Health and Safety at Work Act 1974 puts a legal obligation on KCS as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work. Employees also have a duty to take reasonable care for their own health and safety and of others who could be affected by their actions. Understanding the safety policies and co-operating with the arrangements that are in place is therefore an essential part of your employment.</p>	
Signed	
Date	