

JOB DESCRIPTION

Post Title: Project Manager
Reporting to: Deputy Chief Operating Officer
Location: 22 Lavington Street, London, SE1 0NZ

Purpose

The purpose of the Project Manager role is to implement a disciplined project management process across a wide range of projects ensuring appropriate timelines, milestones, dependencies and resources are identified, monitored and communicated. The Project Manager will also identify and monitor project risks. The initial focus of the project management role will be the day-to-day project management of the fund projects including fund launches, closures, changes, and manager transitions.

Responsibilities

- Develop, execute, monitor and control the fund change projects including establishing project plans, agreeing timelines with relevant internal and external stakeholders, monitoring and reporting on milestones, actions, risks and escalating issues as appropriate
- Produce progress reports and updates as required for project meetings, Committees and Board meetings
- Establish effective working relationships across all internal teams as required.
- Engage with external service providers including legal, fund administrators, investment managers and depositary to ensure effective and timely delivery of services to support the fund change projects
- Establish and maintain robust project management standards across all projects
- Apply risk management and mitigation processes and strategies in the resolution and escalation of project issues
- Deliver timely and accurate reporting, capturing 'lessons learned' and leading by example in a continuous improvement mindset

Essential skills, knowledge and experience

- Proven track record in project delivery gained in Asset Management
- Strong funds experience and knowledge of fund structures across different asset classes
- Degree level education
- Strong analytical skills with ability to evaluate issues, propose and implement solutions

and consider all downstream implications

- Excellent written and verbal communication skills and ability to prepare concise presentations and ongoing reporting
- Prince2 or MSP

Desirable skills, knowledge and experience

- Self-starter with ability to problem solve independently
- Experience in continuous performance improvement
- Ability to negotiate and influence

This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position. The post-holder may be asked to undertake other duties and responsibilities which are commensurate with this area of work and grade.