Project Support Officer – Derry

JOB DESCRIPTION

Your primary role will be to support the delivery and management of projects through effective requirements definition, planning and control. Including; defining work-packages, monitoring risks, time and quality.

You will be reporting to and helping support the Project Office, in the successful delivery of our workflow solution for our customer base across the UK and Ireland, and beyond. As well as providing pre-sales support, such as input to tenders and programme plans.

You will be responsible for supporting all aspects of project delivery to ensure projects are delivered on time. You will be required to be responsible for the production of project plans, reports, documentation and the maintenance of all issue logs to ensure that information is complete, accurate and up to date alongside the project manager.

Thorough understanding of the whole IT hardware and software development life cycle is required. This is a client-facing role so excellent written and verbal communication skills are required.

You will assist in management of all project resources, including people and equipment and will work closely with the technical team (and senior developers) taking responsibility for the technical solution as a whole.

Ideally you will come from a software or medical background and have worked for an IT solution provider delivering bespoke software projects to the public sector. The Prince 2 qualification is not essential but evidence of working in a structured environment will be required.

The role will be office based, with travel to other company offices and customer sites, as and when needed.

Accountable to: Director of Service and Implementation

Responsible for: N/A

ESSENTIAL SKILLS

- Experience of project management of software projects
- Using formal structured management techniques
- Agreeing project objectives
- Representing our customers interests
- Change management
- Experience of producing project documentation (not limited to Prince 2 methodologies)
- Risk management techniques
- Ensuring project deliverables are met
- Ensuring quality standards are met
- Experienced in project planning (with MS project)
- Project budgeting
- Stakeholder Management
- Customer facing with excellent communication skills
- Strong leadership skills.

DESIRABLE SKILLS

- Knowledge of NHS/Medical projects
- Experience of working in a multi-stakeholder environment
- Experience of supporting customers in production of their Business Case
- Previous experience gained within either the legal or medical sectors would be highly advantageous.
- Previous experience with digital dictation and speech recognition technologies.

DESIRABLE QUALIFICATIONS/EXPERIENCE

- Prince2® Foundation accredited
- Full EU driving licence

Must have own car, as travel across the UK and Ireland is a requirement of the role.

G2 Speech provides a competitive salary and pension programme and a variety of other benefits.

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