

Project Manager – UK and Ireland, Medical market

Base: Leeds, UK

Hours: Full-time

Degree: Bachelor or Master degree

OVERVIEW

This is a fantastic opportunity to be part of a team delivering market leading speech recognition and clinical correspondence solutions into the NHS, covering Primary and Secondary care across the UK and Ireland. We work closely with NHS & HSE Stakeholders at National and Regional level to implement solutions that help improve the complete clinical correspondence workflow and optimise reporting methods.

As Project Manager, you will be responsible for the implementation of G2 Speech's full product range. The Project Manager will manage a portfolio of projects and be accountable for, internal resources and third-party suppliers; ensuring smooth transition from existing systems to new solutions within agreed timelines and costs.

Job Purpose:

- To proactively manage and work with colleagues within the Project team to ensure that we deliver consistently high-quality solutions to our customers.
- To manage the planning and delivery of projects to time, quality and budget.
- To work with internal and external stakeholders to confirm scope, budget and deliverables.
- To ensure that the delivered solution(s) meet the original project definition and are handed over to Service successfully.

Accountabilities and Activities:

- Manage a portfolio of projects concurrently as required.
- Manage internal (and occasionally external) project resources and co-ordinate project activities as required.
- Provide sound and considered management and consultation during all phases of the project, ensuring our solutions meet the requirements of the request.
- To proactively manage all aspects of project delivery according to G2 Speech's project management methodology, including setting deadlines, assigning responsibilities, managing issues & risks, and monitoring & summarising project progress.
- Manage and maintain a sufficiently detailed plan to ensure that project deliverables meet the agreed criteria on time, cost and quality.
- Responsible for maintaining project documentation to a consistently high standard in accordance with G2 Speech's project management methodology.
- Responsible for regular reporting on project status to the PMO Manager on time and in the correct format.
- Ensure that project deliverables are supported by high quality handover documentation, enabling G2 Speech service desk to support live operations and provide post implementation support.
- Maintain a focus on customer value by maintaining excellent working relationships with customers and third parties.
- Contribute to the continuous improvement of our policies and methodologies to ensure quality of delivery processes and solutions.
- Contribute to the continuous improvement of our software solutions by capturing customer requests during the project lifecycle.

Person Profile:

Essential

- 3+ years of experience in IT project management or in a related area incorporating a proven capability of IT project delivery.
- Bachelor's or master's degree
- Demonstrable understanding of the project life cycle including a structured and practical approach to: Requirements, Actions, Issue, Risk and Project Financial Management, User Training, UAT, Customer Acceptance, Implementation and Project Handover.
- Experience and understanding gained through working with different project management / change methodologies.
- Excellent written and verbal communication skills including the ability to effectively communicate with non-IT senior management and business functions, gaining the trust and respect of all our customers.
- Strong organisational abilities, capable of planning and prioritising effectively.
- Ability to work well under pressure and execute tasks to a high standard, whilst supporting peers.
- Enthusiastic, proactive, self-motivating and with good time management skills.
- Able to use tact and diplomacy balanced with assertiveness.
- Good questioning skills to enable issues/problems to be identified and resolved.
- Awareness and experience of working with and respecting confidential material
- Competent in MS Office applications (Word, Excel, PowerPoint and Project)
- Full UK driving licence and an own car as travel is a requirement

Desirable

- Experience within UK/IRE healthcare.
- Experience with delivery of digital dictation and speech recognition technologies
- Prince2 practitioner accredited

Working Environment:

- Hybrid working model via Village Hotel Leeds North and remote working supported
- Expectation of travel to UK wide customer sites
- Occasional overseas travel will also be required

JOB OFFERING

WHAT ARE WE OFFERING?

At G2 Speech we want to look after our people too. You will be joining a passionate, motivated team with short and direct lines of communication.

On joining, you will receive an induction plan to make sure you understand our systems, processes and solutions. You will have regular catch-ups with your manager, the Project Management Team and other teams to ensure you have knowledge to perform your role. Internal as well as external education and training can be provided to progress in your role.

G2 Speech offers flexible working split between the Leeds based office and home working. G2Speech provides a competitive salary and pension programme.

FIND OUT MORE AND APPLY

If you would like to learn more about this vacancy, please get in touch with Mark Sullivan.

If you think you are the perfect fit, please send your CV and cover letter to m.sullivan@g2speech.com