

Senior Project Manager

StrategiQ

About us

StrategiQ is a team of award-winning, value-creation specialists, spanning every brand and marketing discipline. We empower business leaders and marketing to thrive in the face of change. We integrate excellence into organisations transformation journeys to create New Future Value. We do this through tailored programmes of work that optimise, accelerate and innovate marketing activities.

Working at StrategiQ means joining a group of passionate, dedicated and visionary people; a melting-pot of personalities, skill sets and specialisms.

We are

Courageous Always doing what's right, not what's easy.

Truthful Being honest. Being resilient. Being authentic.

Knowledgeable Industry experts, pursuing the master of our craft.

Limitless Challenging norms through infinite thinking. boundaries of the possible.

How this role makes a difference at StrategiQ

As Senior Project Manager at StragegiQ you're at the centre of leading and delivering complex projects for our clients. Applying your knowledge and experience you'll play a critical role in the product roadmap for clients, requirements gathering and stakeholder management; collaborating across multiple projects and supporting delivery to the highest standards.

This is a highly visible role and you'll work closely with clients, Client Managers, internal teams, the Head of Project management and other project managers. Whatever you're working on, you'll help build the knowledge and skills of those around you. With you in the team we have the skills to deliver the most complex projects to successful outcomes.

Skills & experience we want you to bring and develop

Technical skills and experience

Project management methodologies - understanding of Agile and Waterfall methodologies and able to tailor processes to the needs of the project

Essential

Technical fluency - understands technical concepts and about to communicate them to others, including clients, with the lens of the business implications of technical decisions	Essential
Requirements gathering - able to collaborate with technical roles and clients to define solutions	Essential
Agency experience - 5+ years managing complex digital projects within an agency or tech-focused environment	Essential
Commerciality - understanding of agency business model and financial management of projects	Essential
Technical experience - understanding of website platforms, in particular Wordpress and a Headless equivalent, and experience delivering projects on these platforms	Desirable

Power skills and experience

Collaboration and teamwork - with clients and internal teams to support high-performance and delivery of the best work	Essential
Relationship building - able to build confidence with others, engage people and persuade, guiding teams towards successful project outcomes	Essential
Time management - expert plate spinner able to manage different parts of the role and sometimes conflicting priorities, asking for support where it's needed and making sure we keep our commitments	Essential
Communication - can talk confidently, present ideas clearly, engage people and have challenging conversations at all levels including our most senior clients	Essential
Attention to detail - understanding the importance of and delivering to a high-standard with accuracy of information, careful review to identify issues, spelling and grammar, and clear presentation of work	Essential
Mentoring - supporting others to develop their skills	Desirable

What you'll be responsible & accountable for

- Responsibly for ensuring projects are setup, tracked properly, with accurate time plans, tracking and goal management
- Responsible working with client teams and clients to define product roadmap you'll work with clients to define their product roadmap and then work with them to align projects to strategic goals that deliver business value

- Responsible for requirements gathering in partnership with technical teams, you'll lead on translating technical requirements into clear, understandable language for clients and support them to understand the implications of their divisions through this process
- Responsible for the end-to-end delivery of projects by co-ordinating all necessary teams, collaborating on solutions, managing team communication and identifying risks and taking steps to mitigate
- Responsible for managing stakeholders through the project delivery process and keeping people informed about project progress and risk
- Responsible for supporting growth by identifying and collaborating with growth teams on new opportunities, and by contributing to the scoping and pricing of projects
- Responsible for ensuring post-project evaluation takes place and that lessons and opportunities are fed into our processes to support continuous improvement
- Responsible for supporting less experienced members of the team to develop their skills including supporting them with roadmaps, planning, communication and by sharing best practices
- Accountable for successful delivery of projects ensuring that milestones, timelines and budgets are met

When you're successful in this role

- You'll be respected by clients who seek and listen to your perspective to inform their decision making, they are happy with our work and the value and impact of what we're doing
- Your work is delivered in a way that is profitable, with project teams aligned and focused on delivery and problems and challenges resolved quickly
- You'll be the internal source of truth about the projects you're leading, understanding everything from the scope and status to the milestones and financial performance,
- You'll be using your skills and experience to evolve and improve our processes and build the knowledge of those around you so that we are able to deliver better work for our clients.
- Your reputation internally means you'll be called on for your expertise and involved in efforts to win new work and grow the impact of our team.
- Alongside other measures, your principal performance metrics will be:
 - ◆ Project profitability
 - ◆ Project performance - milestones met and client feedback
 - ◆ Prioritising client communication - responding to emails within 24 hours

Your typical week

- **80%** - hands on project management and administration
- **10%** - training, mentoring others and R&D to develop our processes
- **10%** - opportunity identification, scoping new projects and support in pitch processes

A successful first 6 months with Strategiq

In 3 months you will have:

- Built great relationships with key peers around the agency; establishing your internal network and sharing the skills and knowledge that you bring to the team
- Grown your understanding of Strategiq, our service lines and our clients so that you can talk confidently about what we do and have built a good understanding of the clients with whom you're working
- Delivered projects for clients successfully which might include requirements gathering and early stage scoping, or leading project delivery for an established project you've picked up

In 6 months you will have:

- Contributed across multiple clients and projects bringing valuable insights to inform projects and ensure their successful delivery
- Successfully led through all stages of projects from scoping and requirements gathering through to QA and launch, delivering profitable work to a high quality
- Worked with Heads of Departments to identify and support process improvements
- Established your reputation internally and with clients for the quality of your work, approach and expertise.