

Project Manager

June 2021

# Job Specification – adam HTT Limited

**Job Title:** Project Manager

**Job Reference:** PM1

**Location of Role:** Milton Keynes

**Salary:** Competitive

**Benefits:**

* 25 Days annual leave (plus bank holidays)
* Discretionary KPI bonus
* Personal Training Budget of £1,000 per annum (in addition to other training opportunities provided)
* National Rail Card
* Perkbox membership
* Monthly Health & Wellbeing allowance
* Multiple social and charity events each year

**About *adam*:**

**Our mission**

In a business environment, outdated technologies are still relied upon to automate textbook procurement practices that don’t meet the needs of people in the real world. Put into context that means that the most vulnerable in our society are having services arranged for them that don’t best meet their needs, whilst also not maximising taxpayer money. We are fixing that problem.

And for those looking to arrange services themselves the rise of the internet has helped, but online tools focus on price and ease, and not on quality which is the driving factor in most significant buying decisions. If you were putting your mother into a care home, where would you go and who would you trust?

Harnessing the power of cutting-edge technology, *adam* enables the public sector to unlock a strong, dynamic choice of providers, ultimately enabling wellbeing for the individual. The adam Human Touch Technology ™ service connects four stakeholders: The INDIVIDUAL, and their demand for personal wellbeing; The PROVIDER, and their need to meet the demand; The PROFESSIONAL, and their responsibility towards the individual, and community, wellbeing – and The ADVOCATE, the individual or group proactively driving the wellbeing for the individual.

**Job Description:**

*adam* are looking for an ambitious and proactive Project Manager to join their growing Projects team.

Responsible for the end-to-end implementation of our innovative technologies, the Projects team plays a pivotal role in providing a client journey that is both engaging and efficient.

Transitioning clients from the close of a sale (and sometimes from initial sales meetings) right through to full system launch, our Project Managers are responsible for ensuring that *adam’s* technology is efficiently delivered on time and to specification.

As an *adam* Project Manager, you will work closely with our clients to build a thorough understanding of their goals and ambitions, and to best understand exactly what project success looks like. Exercising effective change and risk management practices, you will provide your project team with clear direction and coordination throughout the full project lifecycle, ensuring a seamless transition into BAU and the realisation of implementation objectives.

**Responsibilities:**

* Ensuring project implementations are delivered on time and to specification
* Completion of Statement of Works for new projects
* Co-ordinating *adam* and client project teams
* Management of *adam* project support resource
* Identifying and monitoring risks and executing appropriate response plans
* Practicing exceptional client and stakeholder management
* Designing and implementing effective change management strategies
* Validating and testing system configurations
* Reporting to internal and external senior stakeholders on project progress
* Tracking and measuring progress against KPIs
* Supporting projects post-implementation and leading effective lessons learned reviews
* Identifying opportunities to improve current project management methodologies
* Supporting senior stakeholders in the development of new products and accompanying implementation methodologies

**Essential Skills:**

* Firm understanding of key project management principles and practices
* Previous experience in a Project Management (or similar) focused role
* Proven track record in building robust client and senior stakeholder relationships
* Proven track record in delivering exceptional client/customer service
* A clear and confident communicator with excellent presentation skills
* Able to demonstrate strong analytical abilities and a creative approach to problem solving
* Capable of working under pressure and of meeting tight deadlines
* Self-motivated with a high level of initiative
* Proactive in identifying areas and opportunities for improvement
* Highly organised with an ability to manage multiple tasks simultaneously
* Willing to travel across the UK when required
* Degree educated, second class honours or above
* Full clean driving license

**Desirable Skills:**

* Project Management (PRINCE 2 / PMP / etc.) or Agile qualification
* Previous experience in a public sector organisation and/or working with public sector organisations

**More About *adam*:**

**Our history**

After many years’ experience of delivering technology to local government, in 2012 we founded *adam* (previously known as Matrix SPS).

We launched with our first customer in 2012 and after great success quickly invested to build our business to become the leading provider of services procurement technology in the UK. Fast forward just a few years and we have over 50 public sector customers, managing spend of over £1billion, and help government buy a range of services for the most vulnerable in our society from care, to housing, to education and beyond. We are now widely recognised at the leaders in our field and have a range of products in both local government and the NHS.

**Our business today**

Privately owned, *adam* is run by an entrepreneurial management team who genuinely want to make a difference in the world. We build and maintain our own technology, which centres on the values of Human Touch Technology – and this presents itself in both the product we build, but also how we do business. To us this is a passion and not just a business, and we treat all interactions with the care they deserve.

We are based in a modern office in Milton Keynes, not far from the station and shopping centre, and have a young and talented team of staff. We have a range of products that serve both the local government and NHS markets. Over the coming years, we will continue to invest very heavily as we build technology to high standards, quickly, and always with users in mind.

And we’re proud of our results to date. We’ve been awarded the Innovation in Care award at the GB Care awards, we’ve been recognised as a Cool Vendor by Gartner, and we are growing at a rapid rate. The owners are convinced of *adam’s* potential and are investing all profits back into the business to accelerate future growth.

**Our people**

Whilst we undoubtedly have a great product, we are immensely proud of the people within our business. Many of our staff, including much of the senior and middle management teams, have progressed from junior positions within the business.

We employ largely on talent and personality with experience coming second, and all staff are provided a formal but friendly environment within which to flourish. We provide a range of development schemes that staff can access to achieve the progression that they desire. No one person is the same and therefore development is centred around the individual, and the entire management team takes an active role in the development of our people.

At the same time, we expect a lot from our staff. Everyone is given their own area of responsibility and you will be expected to work hard to help us achieve our goals. Occasionally deadlines require efforts out of hours, work takes people out of their comfort zone, and we challenge staff to be better at everything they do. However, every one of our staff are supported and nurtured and we provide a hugely rewarding environment to work within.

**Next Steps**

*adam* is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think that you are the type of person who would flourish in our business, and that *adam* is the type of company that you want to work for then please email us at careers@useadam.co.uk with your CV and covering letter.

**Other Related Job Titles / Key Words:** Project Management, Change Management, Implementation Manager, Business Analyst