

Technical Projects Manager

Department: IT Availability Services
Reports to: Director, IT Availability Services US & NZ
Location: Newport News, VA
Hours: 40/week

Summary

The Technical Projects Manager will be primarily responsible for delivering ITAS originated projects whilst also managing ITAS step-out projects on behalf of the wider business.

Primary responsibilities and accountabilities

- Manage the most complex system infrastructure and IT projects and be accountable for delivering ITAS projects or ITAS responsibilities as part of wider business projects.
- Balance the competing demands for project scope, time, cost, risk, and quality.
- Responsible for ensuring all projects are tracked, resource availability and delivery plans and timescales to meet the needs of both the business and customers.
- Ensure business requirements are delivered and fully understood by the project team.
- Manage the requirements of stakeholders with differing needs and expectations.
- Working alongside the Compliance Team, you would be jointly responsible for:
 - Collecting information and reviewing documentation to ensure that risk scenarios are identified and evaluated.
 - Identify legal, regulatory and contractual requirements and organizational policies and standards related to information systems to determine their potential impact on the business objectives.
 - Identify potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk.
 - Create and maintain a risk register to ensure that all identified risk factors are accounted for.
 - Develop a risk awareness program and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture ensuring no solutions are introduced to the business without full due diligence processes being applied and Senior Level sign-off.
 - Correlate identified risk scenarios to relevant business processes to assist in identifying risk ownership.
 - Validate risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment
 - Help ensure that only correctly approved software services & vendors are utilized by the business and controlled centrally, ensuring no new service are introduced with correct and proper due-diligence being performed.



- Develop project plans to deliver ITAS projects and work alongside the product Project Management Office to understand and take responsibility for ITAS tasks required as part of other business projects.
- Understand and apply the PMBOK knowledge areas and key processes.
- Apply knowledge of industry practices and trends.
- Use extensive business knowledge to work in partnership with the business managers.
- Display understanding of how existing supported systems function, and the aptitude to understand the impact of new technology and systems both on the business and from a customer service perspective.
- Operate from a base of principled centered leadership. Show consistency among principles, values and behavior, demonstrating honesty and integrity.
- Coach project team through requirements definition and analyze requirements.
- Look for opportunities within the IT Availability Services Team to make continuous improvements in key processes, techniques and procedures, enhancing the department's ability to meet customer needs.
- Help to ensure that best practice and company policies/procedures and standards are applied to every Project.

Skills and experience

- 5 plus Years Project Management Experience
- PMP Certification
- Completion of Bachelor's Degree or equivalent experience
- Ability to manage projects with high complexity
- Strong communication background
- Able to travel on short notice
- Able to travel internationally

Application

To apply for this position, please forward a CV and covering letter to proactishrus@proactis.com