



<b>Job Title</b>	Business System Project Manager
<b>Reporting To</b>	Head of IT
<b>Department</b>	IT
<b>Position</b>	Full Time, 12 month contract (Please note that this is a contractor position)

Silverstone is the home of British Motorsport with an annual calendar of over 40 Events plus Corporate and Retail Driving events. We have an opportunity for someone to join this exciting and unique business. The small but dynamic IT team is looking for a new team member to lead on specific projects due to be implemented over the forth coming year.

#### Job Purpose

To deliver an effective project management service for all application based projects assigned. Provide support to major business change projects and to effectively manage the delivery budget of each project.

Primarily this will be around the Business 2 Business Sales application. To provide the support needed to help assess the current provision and then if required, the management process to change and implement with a new supplier.

#### **Principle job elements and responsibilities**

- Manage a portfolio of projects according to the standard and expectations of the Head of Department
- Manage assigned resources as appropriate to the implementation of project related activities.
- Prepare and maintain all project documentation such as; initiation, delivery plans and budgets.
- Develop and maintain programme plans and reporting documentation as necessary to ensure timely communication and successful delivery of assigned projects.
- Manage the project team effectively
- Manage the integration of the new business system into the wider business working environment



### **Core Competencies**

- **Achieving Results** - Be aware of key business objectives, and ensure these are applied appropriately to all business activities.
- **Building Relationships** - Able to develop effective relationships with all internal staff and external providers and be recognised as providing a leading role.
- **Communication** - Effective communication skills suitable for the management of and liaison with departmental staff and senior management both orally and in writing.
- **Budget Management** – Extensive experience of managing projects with budget constraints
- **Problem solving and decision making** – Able to solve problems in a measured and creative way. Capable of independently assessing a wide variety of tasks, to be proactive in relation to identifying and undertaking activities that are to the benefit of the business.
- **Customer Focus** – Ability to focus on customer (external and internal) requirements and re-engineer processes as necessary.

### **Skills, knowledge, qualifications**

- Ideally degree qualified and professional certification (e.g. Prince2)
- At least 2 years project management experience, in a role that requires involvement and understanding of business activities.
- Experience of CRM, Ticketing and Event Management Solutions.
- Effective in the application of relevant industry and process standards to all tasks undertaken.