

# Waterstones

<b>Job Title</b>	<b>IT Project Manager</b>
<b>Reports to</b>	IT Director
<b>Purpose</b>	To plan and oversee all aspects of key IT led initiatives within the Waterstones business. This includes, major software transformation projects, infrastructure projects as well as the programme of continuous/iterative improvements made to existing systems.
<b>Key Responsibilities</b>	<p>The IT Project Manager will be responsible for the end-to-end planning of projects across the IT portfolio. As such key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Planning of complex interdependencies, communicating expectations and coordinating those activities delegated other stakeholders, internal and external using industry standard tool and techniques (Microsoft Project, agile productivity tools, etc)</li> <li>• Regular reporting against core project metrics of time, budget, quality, risk</li> <li>• Ensuring third party's costs are tracked and forecast to maintain a detailed understanding of cashflow related to projects</li> </ul> <p>The IT project manager role will be expected to liaise with IT staff, stakeholders across the business as well as with 3<sup>rd</sup> parties.</p>
<b>Experience and Qualifications</b>	<p>Experience of working in a blended environment where, depending upon the type of work being undertaken, it can be delivered using PRINCE2/Waterfall or agile methodologies.</p> <p>Other relevant, and required experience includes:</p> <ul style="list-style-type: none"> <li>• Experience working in a multi-site, complex IT infrastructure environment</li> <li>• Prioritisation of work and the motivation of teams in order to ensure work is delivered efficiently and effectively</li> <li>• A commercial acumen to work within the constraints of a modest retail budget to deliver pragmatic, appropriate solutions to the business</li> <li>• A knowledge of supply chain, likely to be derived from a retail background would be advantageous</li> </ul>
<b>Person Profile</b>	<ul style="list-style-type: none"> <li>• Highly collaborative and pragmatic with excellent team management skills.</li> <li>• Effective decision-making skills</li> <li>• Able to influence and motivate stakeholders to work efficiently and effectively</li> <li>• Strong project delivery/management and analytical skills</li> <li>• Passionate in delivering technically complex projects, who can work closely with subject matter experts to steer technical complex initiatives.</li> </ul>
<b>Direct reports</b>	None