Position: Global Project Manager
Job Ref: PTP178
Location: Oxford, UK

Publishing Technology is seeking a French speaking Global Project Manager who will direct project activities at one of our key clients located in Paris, France in the first instance and additionally at other European locations including but not limited to The Netherlands, Germany, Spain and Italy.   This is a senior role in our Project Management Office (PMO) and it will report to our Global Project Director.

The client is a global top 20 professional and legal publishing company with a head office in Paris. The client is on an aggressive acquisition path and is seeking to upgrade its enterprise software in order to better support their growth. The client has chosen Publishing Technology's advance software to replace several ageing and disparate systems. The project is a full lifecycle, global implementation utilizing both package and custom programming solutions.

The Global Project Manager will oversee and direct the project team(s) comprised of client, Publishing Technology (PT), and third party vendor(s) implementation partner team members. Responsibilities include project governance, oversight, scope, economics and resourcing across multiple projects and work streams. The Global Project Manager is expected to manage all aspects of the interaction with our Paris based client and report to a Steering Committee comprised of senior executives from both Publishing Technology and the client.

Location
The candidate will work out of our offices in Oxford, UK but will be expected to be on site at the client 3-4 days per week. It is expected that after 2 years Publishing Technology will evaluate whether to appoint a new Global Project Manager, in which case the incumbent will be offered another position within the company.

Specific Roles and Responsibilities
Project management:
- Detailed knowledge of the Paris based project and interdependencies.
- Exercise project management best practices and oversee project activities consistent with the established scope and requirements.
- Schedule management: including resource planning, sequencing of tasks, estimating, identifying dependencies, and tracking procedures.
- Scope management: including project initiation, scope planning, definition and change control procedures and approvals.
- Cost management: resource planning, cost estimation, budgeting and control activities.
- Risk Management: risk planning, identification, mitigation, and remediation.
- Quality management: responsibility for project deliverables including quality control.

- Communications: management of project team communications with key stakeholders and steering committee.
- Documentation: Manage product documentation process and ensure completeness.
- Training: Establish training program and execution.

Master Project Plan:
- Creating and updating the master project plan.
- Managing scope creep and resolution.
- Tracking the plan against delivery date milestones.

Communications Plan:
- Managing stakeholder expectations.
- Oversight/ leadership of all client communications.
- Management of key project team meetings and follow-up on action items.

The Candidate

You must have French language skills and be experienced in Project Management Institute (PMI) or equivalent methodologies, and apply those standard approaches to all assigned projects. Experience in both Waterfall and Agile methodologies is preferred. You will be expected to work independently with minimal day to day direction from senior Publishing Technology leadership and you will work closely with our implementation partner and manage Project Managers from that team.

Other Key Skills Required
- Advanced skills in financial management and budgeting, as well as procurement and contract negotiations across the program.
- Capabilities in establishing and executing the governance framework and methods for all aspects of the program.
- Advanced project management skills exemplified by specific prior experience in complex, full-lifecycle, multi-year engagements.

Interested applicants should send their CV to **recruitment@publishingtechnology.com** quoting job reference number: PTP178.

Publishing Technology is an equal opportunities employer.