



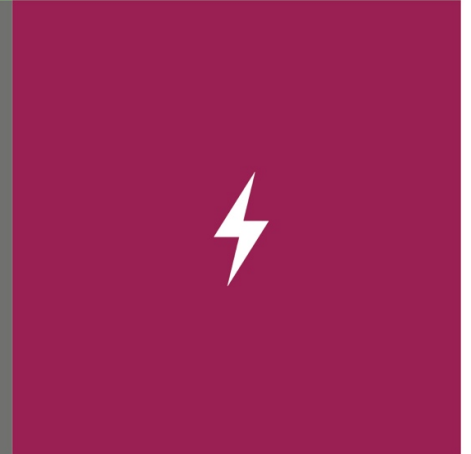
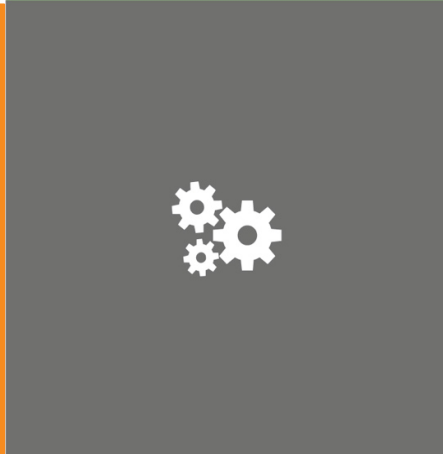
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# Managing Consultant

Job Description

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SOLUTIONS



# 1 BACKGROUND

CPS has successfully built the UK's largest Microsoft Modern Work Management (MWM) Practice which includes Project Service, Project Online, Planner and Roadmap as well as a thriving Modern Work Place(MWP) which includes SharePoint, Office365 & Dynamic's CRM based solutions practice. We are a long established & highly respected Microsoft Gold Partner with over 600 successful national & international consulting engagements complete.

Due to our continued growth we are looking to recruit enthusiastic, motivated and experienced consultants to our delivery team.



## 2 ROLE OVERVIEW

With a focus on Project and Programme Management, you will have the opportunity to take a lead delivery role involving the analysis of business requirements through to technical and business implementation of Microsoft MWM Solutions.

Assignments will be across a wide variety of industry sectors (including financial services, technology, communications, utilities, government and retail clients), working with some of the UK's most respected companies.

The role will involve leading CPS teams, and/or a mix of client and CPS professionals requiring good people management skills, to complement your technical and delivery experience.



### 3 SPECIFIC ROLE REQUIREMENTS

- A self-starter, keen to learn and further develop their knowledge, with a 'make it happen' attitude.
- Delivery of solutions including; defining client requirements, designing processes, and leading teams to deliver and support MWM solutions.
- Broad knowledge of Project Management tools
- Experience managing teams and client expectations with the ability to foster strong teamwork.
- Demonstrable experience in Project Management consulting role, in a corporate Project Management role or PMO.
- Experience of a highly customer facing role including managing customers when there are issues, acting with credibility and professionalism as well as giving confidence to customers on the actions being taken.
- University degree required, graduate degree and/or PMP certification preferred.
- Candidates must be fully mobile (and prepared to work away from home as required).



## 4 KEY RESPONSIBILITIES

Successful candidates will possess a solid grasp and understanding of all stages of the delivery lifecycle. We are seeking strong consultants with the capability to apply technical intellect and consulting experience to achieve client specific outcomes.

The role will see you take responsibility for leading or support in the following activities:

- **Project Management** - for the CPS activities on a given assignment, including the development and management of the Implementation plan.
- **Requirement Definition** - Working with client to arrive at a requirement definition in the full understanding of what is possible and feasible within the organisations constraint.
- **Solution Design** - requirements review and interpretation, defining how they might be delivered within the solution, or outside of the solution.
- **Configuration** – implementing the requirements into the MWM Solution.
- **Test Management** – reviewing the initial configuration and supporting client UAT to meet specific requirements.
- **Process design/mapping** – where appropriate, documenting and designing how the client Project Management process is to operate with the MWM solution.
- **Awareness presentations** – assisting the client in preparing the organization for implementation.
- **Training preparation & delivery** – which courses are required for which people and then delivery of workshop based or class based training.
- **Data migration support** – assisting a client to populate the solution with appropriate data.
- **Mentoring and support** – assisting the users to properly use the PPM solution to support their business processes.

## Key Objectives

- Personal utilisation - achieving >80% (180 days) average for the Fiscal Year
- Personal non-billable <5% of overall your Billable effort for the Fiscal Year
- Your projects achieve 80% average customer satisfaction score the Fiscal Year
- You attain/retain MCP certification retained (Gold status for MWM)
- You attain/retain consulting capability increased to support transformation & change management propositions

## Personal Attributes

- Confidence in own abilities
- Knowledgeable within this subject area and a thought leader
- Fast assimilator of information
- Imaginative problem solver
- Structured organiser, with an eye for detail



- Strong relationship building skills
- Strong analytical & numeracy skills
- Ability to use initiative and work under pressure, prioritising to meet deadlines
- Drive, leading on initiatives, being committed to the role and delivering on objectives and deadlines
- Effective communication (written & verbal) & negotiation skills
- Service Orientation, demonstrable commitment to customer service
- Fully mobile (i.e. prepared to work away from home Monday to Friday as required)

## Benefits:

- Annual professional training budget to support your PDP
- Perkbox membership – a benefit scheme that is designed to reward you for all your hard work and make life a little more affordable. It aims to ensure 'team happiness' and helps you to feel valued.
- Free chair massages - head, arms, shoulders and back
- Regular social activities such as a summer event (Pub in the Park <http://pubintheparkuk.com/>), Christmas event, Dragon boat racing <http://tag-events.com/portfolio/marlow-dragon-boat-festival/>, quiz nights, wine tasting, pub nights, family events, BBQs and so much more
- Unlimited hot and cold refreshments throughout the day
- Monthly Fat/Fit Fridays!
- Award winning culture <http://www.greatplacetowork.co.uk/best-workplaces/best-workplaces-in-the-uk>
- <https://www.youtube.com/watch?v=9uFyWObg9zc&feature=youtu.be>
- 6 monthly 'Engage' survey to assess staff Happiness levels
- Complimentary fruit & snacks
- 25 days holiday – increasing to 26 days after 1 year, to 27 days after 2 years and to 28 days after 5 years
- Quarterly and annual star performer awards – voted for by your peers and colleagues
- Quarterly company meetings with associated social/team building events
- Workplace pension scheme
- No arduous annual appraisal process – your line manager will hold a 1 to 1 with you quarterly, as a minimum, to review and realign your objectives and your PDP as appropriate
- Free on-site parking, subject to availability
- Long service recognition at 5, 10, 15, 20 years and onwards....