

# Project Manager, Maternity Cover, London

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Job Description



# Making a difference



## Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



## We are committed to running our business responsibly

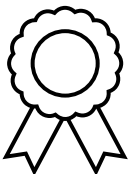
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



## We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



## What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



**Collaborative**  
we pull together



**Committed**  
we drive performance



**Authentic**  
we stay grounded



**Forward-looking**  
we look beyond

# Project Manager

## The Team

The Strategy, Transformation & Project Delivery Team is responsible for overseeing and implementing the Firm's strategic priorities and projects across all business services functions.

The Project Manager will report into the Head of Project Delivery, and this is a Maternity cover role for 14 months approx.

## Roles and Responsibilities

- Ensure RAID, plans and actions are live and actively used to manage delivery. In addition, ensure governance packs are decision-ready
- Maintain clear, ongoing grip of project status, risks and dependencies to ensure delivery momentum is sustained
- Lead cross-functional project teams, assuming full ownership of project lifecycles from initiation to closure, while ensuring delivery aligns with organisational goals.
- Conduct detailed business and requirements analysis, documenting processes, and overseeing user acceptance testing.
- Develop, maintain, and ensure the accuracy of comprehensive project documentation, including project plans, risk logs, budget trackers, and action items, incorporating change management plans and transition strategies.
- Provide regular updates on project status, and forecasts to all stakeholders, including the monthly project board, facilitating strategic decision-making.
- Regularly liaise with project sponsors and senior management to ensure project outcomes contribute to the strategic direction of the organization.
- Manage project scopes and schedules, proactively adjusting plans to accommodate evolving project requirements, stakeholder expectations.
- Build and maintain collaborative relationships with stakeholders at all levels, fostering an environment of mutual understanding and respect for diverse needs.

- Proactively manage projects driving project momentum, optimising resource allocation, and prioritising tasks to meet critical deadlines.
- Advocate for and apply best practices in project management and change management within the CRS Governance framework, leveraging appropriate tools and methodologies that have been put in place.
- Empower and motivate project team members, promoting a culture of ownership, accountability, and adaptability to change.
- Champion continuous improvement and change readiness by capturing lessons learned from change initiatives and integrating insights into future project processes and frameworks.
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

## Skills and experience

- Proven experience in project management, business analysis, and change management within dynamic environments, adept at leading projects and driving organisational change.
- Professional certifications in project management (e.g., PMP, PRINCE2, Agile) and change management (e.g., Prosci) are preferred.
- Proficiency in project management and business analysis tools, such as Jira and Azure DevOps (ADO).
- Strong understanding of project management principles, with practical experience in applying change and transition management techniques and tools.
- Excellent communication skills, capable of clearly articulating complex information and facilitating stakeholder buy-in.
- Solid organisational and analytical skills, with the ability to manage multiple priorities.
- Demonstrable stakeholder management experience.
- Evidence of personally driving delivery and maintaining momentum across projects

## Person specification

- An analytical thinker with a clear vision.
- Ability to inspire, influence, and guide others.
- A proactive problem-solver, adept at overcoming obstacles and leading change management efforts.
- High level of personal accountability and ownership for results.
- Ability to thrive in a high-pressure environment.

## Operating Style

- Brings pace, energy and momentum to delivery
- Takes personal ownership for outcomes
- Acts early on issues and risks
- Works effectively in ambiguity and evolving environments
- Applies appropriate challenge and follow-through
- Focuses on delivery and outcomes over process alone

## Competencies

- Working together
- Inclusive
- Driving high standards
- Client - centric
- Integrity and respect
- Personal impact and growth
- Commercial mindset
- Responsible Business

## Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

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