



Job Title:	Project & Implementation Manager	Reports To:	Head of Claims Operations
Department/Team:	Operations	Location:	London
Travel Required:	Some to other offices as required in other countries		
Job Level:	TBC	Position Type:	Full Time
Role Description			
<p>Providing support across multiple business functions within Compre Group, this role is about enabling the delivery of a wide range of projects; from the planning phase through to development and implementation. Projects will range from the support for new deal development and acquisition, through to wider business improvement projects. The Project & Implementation Manager will use a combination of tools and techniques, coupled with practical experience and problem-solving skills to enable the successful delivery of projects across the business, whilst helping to develop a wider knowledge base within the business relating to project management discipline.</p>			
Main Responsibilities		Key Skills Required	
<ul style="list-style-type: none"> Working across various stakeholders to develop clear project plans for both small and large-scale projects, ensuring assignment of clear actions, owners and deliverables. Successfully managing the delivery of these projects within agreed timescales. Helping to develop project management discipline across the business. Critically reviewing and assessing plans to understand how delivery can be enabled, within overall landscape of ongoing business change. Prioritisation and management of time and resource across the delivery of multiple projects. Engagement and ongoing management of relevant stakeholders. Identification and progression of business improvement opportunities. Clear reporting of project progress, including production of board-level report inputs. Development of clear project delivery tracking methods to be used internally across the group. 		<ul style="list-style-type: none"> Project management skills and experience; preferably supported by formal qualifications (e.g. Prince 2). Operational Excellence and Process Improvement, including knowledge of Lean/Six Sigma methodology. Experience of successfully applying methodology and tools in a variety of practical situations, adapting style and method where required. Able to manage multiple projects at one time. Stakeholder management and delivery through a network of contacts Problem Solving & Critical Thinking Prioritisation and time management Effective management of available resources Cost Control Resilient and able to work under pressure Coaching skills, to enable delivery through others 	

If you are interested, please send your CV and covering letter to zoe.banks@compre-group.com.