Job Title: Technology Project Manager	
Department: Digital & Technology Delivery	
Contract Status: Full time Perm	
Hiring Manager: Margherita Ceraolo	
HR Contact: Felicity Kelly	

Job Description: Technology Project Manager within a FTSE 250 Property Investment and Development Company

An exciting new role has arisen for a Technology Project Manager to join the team at Great Portland Estates plc (GPE).

GPE is a highly respected central London property investment and development company quoted on the London Stock Exchange. The Company, which employs around 130 people, owns around £2.5 billion of real estate – primarily commercial but also retail; and a small amount of residential - 100% in central London with a rent roll of approx. £100 million per annum. The business focuses on acquiring, managing and repositioning properties – to unlock their full potential and value. This approach, combined with successful reading of the real estate market, continues to deliver great performance for shareholders and makes for a dynamic environment in which to work.

At GPE, we genuinely believe that diversity gives us strength, but we know this strength is only fully realised if our environment is truly inclusive. Our culture is grounded in genuine and mutual respect, and we do not tolerate discrimination of any kind. We hire talented, unique individuals who are encouraged to collaborate, be their authentic selves and they support their colleagues to do the same.

Job Description: Technology Project Manager

The Technology Project Manager is responsible for managing the end-to-end delivery of Technology projects.

Team Structure
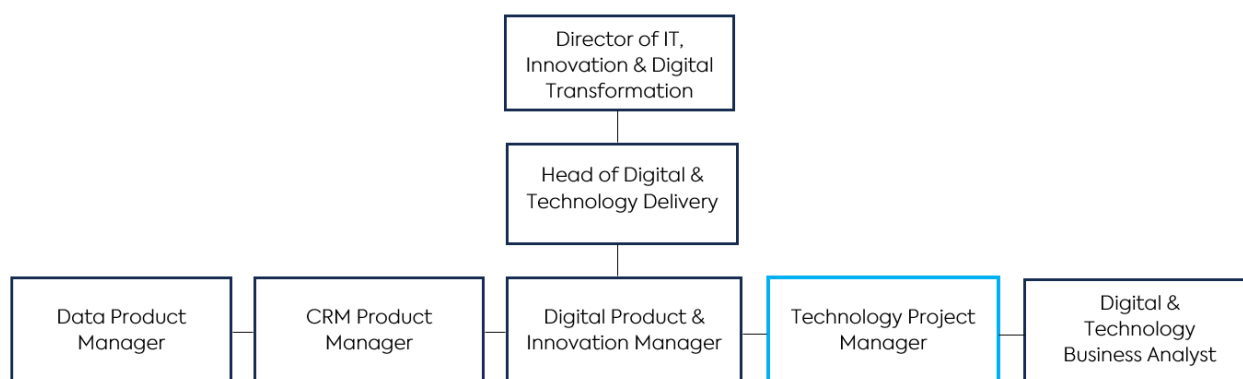
Key Responsibilities

- Lead the end-to-end delivery of various technology projects, including scope planning, resource planning, delivery milestones and cost budgeting
- Ensure technology projects are delivered on time, within scope and budget, whilst focusing on quality of outcomes

- Build and maintain achievable delivery plans by coordinating internal teams and external suppliers
- Actively manage risks, issues and dependencies, ensuring appropriate mitigations are in place
- Maintain clear and effective communication with relevant stakeholders, providing regular project updates and managing expectations
- Ensure smooth transition of project outcomes into a stead state support arrangement, including adoption into centralised IT support processes
- Continually look for ways to improve the ways of working and support implementation of changes

Critical Skills and Experience Required

- Experience delivering data and software products and services
- Experience in matrix-managing multi-disciplinary teams and be able to influence, bridge specialisms and navigate ambiguity
- Experience working with third party suppliers
- Pragmatic approach to delivery to balance pace with quality
- Ability to effectively deal with different stakeholders, complex environments and achieve desired outcomes
- Attention to detail and the ability to work as a team player
- Excellent written and verbal communication skills
- Ability work cross-functionally and interact at all levels of GPE
- Planning and organisational skills and the ability to work well under pressure, prioritise effectively and meet deadlines

Personal Attributes

- Thrives in a deadline driven, fast-paced environment
- Conscientious and delivers on commitments
- Comfortable leading on and being accountable for activities and projects
- Works flexibly and cooperatively as part of a team
- Outstanding organisation skills
- The ability to handle a large and varied workload
- The ability to communicate successfully to a varied stakeholder group and influence strategy at a senior level
- The ability to be able to build relationships in the business, be self-directed and able to use their own initiative to progress tasks/activities balanced with knowing when to seek advice
- High degree of professionalism and integrity, with the ability to be discreet
- A continuous improvement mind-set – constantly looks for ways to deliver the best possible service to the team and the wider business

Live by our Company Values

- We achieve more together
- We are committed to excellence
- We are fair and inclusive
- We embrace opportunity

- We value every customer

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled candidates that meet the minimum criteria for this position will be offered an interview. Moreover, we will ensure that reasonable adjustments are made for applicants during the recruiting process. We encourage candidates to confirm any requirements that we can reasonably fulfil to make the application process a positive experience for all candidates. If you would like to provide any feedback on your application process this would also be welcome by emailing hrsupport@gpe.co.uk.