

## **Job Role: Project Manager**

### **Reporting to: Project Management Team Lead**

#### **Role Overview**

This role involves joining a highly creative and energetic bespoke eLearning team at a time of exciting growth. You will manage the development of engaging and innovative custom eLearning content for Kallidus customers.

Our ideal Project Manager is a team player with excellent communication and collaboration skills and commercial awareness, as the role will involve a high level of engagement with clients, stakeholders, subject matter experts and development teams – both internal and external.

#### **Key Responsibilities**

As Project Manager you will be the main contact with our clients and be responsible for managing e-Learning content development projects from initial 'win' through to final release. Working closely with the development team, you will manage each project in a robust and efficient manner, ensuring all projects are delivered on time and within budget – to the agreed quality standards and specifications.

You will lead meetings with the project teams, assign and manage resources, and delight clients throughout the project lifecycle with your clear, calm and confident communication style.

- Ensure all projects are delivered on time, to budget and to agreed quality and technical requirements
- Provide regular updates and reports to your line manager, including budgets, delivery timelines and project plans
- Ensure all projects are resourced efficiently and appropriately with optimal utilisation of internal staff and external contractors
- Monitor all projects for financial performance and identify risks and mitigations to ensure projects are delivered profitably
- Lead the project teams – both internal and external
- Enable our customers' understanding of the development process cycle, including deliverables and review stages
- Meet with clients and stakeholders (primarily remotely, but occasionally in person in the UK in future) whenever necessary

#### **Essential experience**

- Experience as a digital content project manager who has worked with clients and customers on e-Learning content development projects – preferably in the corporate sector

- A deep, practical understanding of the Waterfall methodology for project management
- Excellent verbal and written communication skills with proven influencing, negotiation and client-handling skills and experience
- The ability to effectively engage and enthuse clients, stakeholders and development teams
- Experience of learning development processes, using both bespoke development and authoring tools such as Articulate Storyline and Rise
- Excellent IT skills in MS Office applications
- Knowledge of how Learning Management Systems work
- Good leadership skills with proven expertise of directing a small team
- Demonstrable commercial awareness and the ability to increase profitability and add value to projects and our clients
- Ability to work independently and to use own initiative where appropriate
- Comfortable with managing multiple projects in parallel
- Conscientious and hardworking with a problem-solving attitude

### **Desirable experience**

- Prince 2 practitioner qualified or AMP qualification
- Experience of using Monday.com for project management and content development processes
- Experience of working within an accredited quality management system, such as ISO 9001
- An appreciation of the Agile methodology
- Basic understanding of the SCORM standard

### **Benefits**

- 25 days holiday, rising with length of service
- Birthday holiday
- Private medical insurance
- Perkbox
- Life Assurance
- Flexible working options
- Cycle to work scheme
- Pension
- Continued professional development

### **We are Kallidus**

Kallidus is here to unleash the potential in people. We create outstanding products that deliver market-leading customer experience to improve the performance of both individuals and the organisations they work for.

We are one of the UK's fastest growing software companies. Our solutions support the entire employee lifecycle, from recruitment to training, performance and talent management – and with more than 40 industry awards, we believe our software is the best in the industry.

Right now we're in a rapid growth phase and we're planning to expand from around 150 people to 500 over the years ahead. It's a fantastic opportunity to develop your career. Are you ready to unleash your potential?

### **Life at Kallidus**

People are at the heart of everything we do and the key to our success, so it's important that we recruit individuals who share our values. Curiosity, Integrity, Collaboration – these are the values we live by. You need to be driven to ask questions and to find out why. You need to be true to your word. You need to be proud to be part of something bigger and working with others will come naturally to you.

Once you join us, we'll help you develop and grow in a supportive environment, as part of a close-knit team that likes to have fun. Our open and welcoming offices are not only a great place to work, but somewhere to build careers and lasting relationships.

Can you see yourself helping us take our growth to the next level? We invite you to come and discover for yourself the exciting future ahead of you.