



## HEAD OF PROJECT DELIVERY

### **JOB DESCRIPTION**

Full time (Monday-Friday)

Event attendance where necessary

Cityscape Digital are looking for a new Head of Project Delivery to step in and lead our growing Project Management team forwards. We are looking for a driven individual with high standards and an eye for the organisational elements of a project. The team has grown rapidly alongside a steep increase in business, and we are therefore looking for someone who can help further develop existing processes and procedures; to standardise our approach to project management and to introduce new ways of working where appropriate. We want a leader that can build on the strong existing culture, and help each Project Manager to flourish individually and collectively as a cohesive team.

We are looking for someone who has experience managing and leading teams, and preferably has experience project managing within the creative or architectural sector. The new Head of Project Delivery will manage a few key projects/accounts but will spend most of their time overseeing, ensuring their team are on top of their project workload and working to the required standards and processes. We see this split being around 75% team management and 25% project management.

### **ROLES AND RESPONSIBILITIES**

Roles and responsibilities include but are not limited to...

#### MAIN RESPONSIBILITIES

- To be fully responsible for and to lead the project management team
- Own the project management and implementation process, developing an in-depth knowledge of team members' workflow
- Ensure that project managers adhere to standard processes through regular reviews, reporting and live feedback Individually manage a small number of high-level projects/accounts
- Actively coach and mentor team, advising them on the best practice approach, negotiation tactics and dealing with conflict Proactively identify progression opportunities within the project management team, and conduct team performance appraisals
- Work with recruitment team on recruiting new and replacement members of team
- Train new members of the team - inductions plans for company wide onboarding
- Support Account Director team where required, identifying opportunities in projects and feeding this back to the client team Improve and refine internal project management processes where required, as well as implementing these processes and ensuring they are adhered to
- Ensure the project managers are delivering their projects on time, within budget and within scope Foster a supportive, developmental culture within the team
- Work closely with Resource Manager on forward planning resource and identifying pinch points before they occur

- Manage the team workload, including project assignments and capacity, ensuring the right projects are assigned to the right people

## **SKILLS AND EXPERIENCE**

- Line management/team leader experience
- Develop and manage workflow processes and programs
- Superb written and oral English Strong negotiation and client engagement skills
- Problem solving and negotiation skills
- Independent, self-starter and organised
- Reporting and business analytics
- Ability to work under pressure

## **BENEFITS**

- Happy hour from 5pm on a Friday
- Private health cover after 1 year of employment
- 20 days annual leave, increasing to 23 after 5 years service
- Pension scheme
- Fruit, snacks, tea and coffee provided
- Big summer and Christmas parties, as well as monthly group nights out
- Dinner provided when working late to meet deadlines
- Travel card loans after successful probation

## **CITYSCAPE DIGITAL**

Cityscape Digital is a leading visualisation studio producing some of the highest quality visuals, interactive, VR and film in the industry. We work with the world's top architects and property developers. You have to be a bit pushy to work at Cityscape Digital. Like any leading creative industries company operating at the top of its game, the work is often fast-paced and challenging. When deadlines are tight and we ought to be turning out a competent job, instead we still pursue brilliant visual ideas and exquisite

## **HOW TO APPLY**

Applicants must be able to work in the UK. If you are interested please send your cover letter and CV to [recruitment@cityscapedigital.co.uk](mailto:recruitment@cityscapedigital.co.uk) with the email subject "Head of Project Delivery 2019"