



GOLD CORE

Job Description

Title of Job: Senior IT Project Manager

Date: December 2022

Position Description:

Reporting to the CEO and the Senior Leadership Team, the Senior Project Manager will project manage the delivery of all development projects for the business. This will entail coordinating user requirements into detailed specification documents, establishing project timelines and coordinating our development team in the delivery of new systems and services from initial scoping, specification to UAT and deployment.

Major Areas of Responsibility

Major areas of responsibility include:

- Manage a team of 3rd party developers, using SCRUM Agile methodology
- Manage an in house Business Analyst
- Assist in the evaluation of new technologies, tools and systems
- Create IT project budgets and reallocate resources where necessary
- Directing the recruitment of IT staff and mentoring the in-house IT team
- Ensuring that employees are following computer use, information security and privacy policies
- Providing regular and up-to-date status reports to stakeholders
- Developing a renewal and upgrade schedule for company software programs
- Running vendor management process to ensure the company's data security
- Ensuring that all project are delivered in a timely manner

Primary Objectives:

Beyond what the person in the position actually does, list the primary goals and objectives of the position for its overall contribution to the organisation. For example, a Human Resources Manager might list items such as these:

- Promote a culture of security and data protection
- To manage the development of a product road map
- To guide and develop user specifications
- To manage resource budgets, delivery projects to spec and in a timely manner

Specific Responsibilities of the Job

Promote a culture of security and data protection

The safe management of our clients data is of critical importance to us. We require you to place at the forefront of your work the safety of our client data, the safe interaction and access of client data silos and to make information security and data protection at the heart of our work.

To manage the development of a product road map

Our product road map lists projects, features and capabilities we need to deliver in full, on time and to specification. The systems we produce will drive commercial plans, gains and position GoldCore for new markets and opportunities.

To guide and develop user specifications

The business has many departments, they are the sponsors and clients for the projects that require development. Your role will require you to work with a dedicated Business Analyst to develop a clear project specification documents and clearly state what outcomes are required to deliver the outcome needed. The specification step is key, as its quality will greatly inform how well the project is understood by developers and how well they can translate needs into solutions to be deployed in the field.

To manage resource budgets, delivery projects to spec and in a timely manner

Resource management is key to our sustainable development. We plan and deploy resources carefully so we can achieve stable consistent and financially prudent development. We must ensure that all team members work in harmony and efficiently. Planning and specifications must always account for team availability, skills and capabilities. We must be clear in our communication and demand the same of others. Ambiguous requirements, poorly managed timelines, bad planning all undermine productivity. We believe that by being clear and unambiguous we will drive positive outcomes and results for the team and the business.

To never cease seeking improvements and adding value for the team

We rely on each other to do our very best - a co-reliance is how we will succeed. We do not engage in politics, egotistical behaviour or any other activity that could devalue the work of others. You are expected to ceaselessly seek and add value, create efficiency, identify gaps and improvements. Our purpose is to deliver better and faster than any competitor so that we can win market share. Such a goal can only happen when every single team member seeks incremental improvements at every level in every function and system.

To make everyone around you look good, work better and be happier

We put each other first, before ourselves. We know that collectively we will become better. We do this by being professional, patient, disciplined and caring. Taking the time to put the other person first, knowing that they will put you first, means we spend less time competing with each other and instead

competing as a team in the market. Our success is a shared expression and can only happen when we all pull together.

Our Systems Profile (Confidential)

We manage our client data and records in Salesforce via bespoke and standard functionality

Our website is built on Symfony and utilises PHP coded functions

We collaborate via Slack

We store documents email in Gsuite

We use Monday for group coordination

We use Github for managing code

We manage developers in Jira

Job Requirements

- A solid understanding of IT systems, networking and computer software
- Highly experienced in project management practices
- Excellent verbal, written and presentation skills
- Leadership skills
- Ability to motivate IT staff
- Logical problem solver who can operate under constraints
- Strong organisational skills
- Ability to juggle multiple tasks

Education and Experience

Degree or equivalent experience:

- Years of experience in IT Project Management: 5

Work Environment

We are family friendly. You can work from home or from our Dublin and Galway office as required.

Conclusion

This is an exciting and pivotal role for any professional wishing to join an exciting and progressive company. We are very client focused working hard to deliver for our clients in the big and the small things. We love our team environment and we love to spend time together, on our off site in Kerry, Galway or Dublin. We believe that great work starts with great teams working with purpose. We set out to wow our clients, amaze our competitors and to make our employees proud every day.