

## Job Title: Project Manager

### Who we are and what we offer you

Pinnacle is a trusted guide and expert partner of the world's leading law firms. We help our clients get the most from their critical business applications and the data these applications hold. We also have long-standing partnerships with both Thomson Reuters Elite and Intapp. We work alongside them to develop products that give our clients the maximum value, opportunity and advantage.

Our sole focus is on the legal sector and the specific technologies law firms depend on. This means we deliver projects faster and better than if we had a more general focus.

As a leading global consultancy, we work on projects with the top 100 law firms both in the UK and internationally. We're experiencing rapid growth so are looking for enthusiastic, energetic and highly capable people to join our project management team.

This is a superb opportunity for you to develop your skills and progress in your career. You'll enjoy a stimulating and supportive working environment and will be in a key position to contribute to our ongoing success.

### Your role

Your role as a project manager will be to define and lead projects that deliver specific and agreed business benefits. You'll need to build strong relationships with key individuals and teams across Pinnacle, and with our partners and clients. For each project you'll be responsible for a project team. You'll need to provide leadership and ensure that all team members work together, are motivated and have an opportunity to develop their own skills and experience.

Your key responsibilities will be to:

- ▲ Have effective control, leadership and responsibility for the projects you manage
- ▲ Define and deliver each project in line with its specific contract
- ▲ Actively take part in all phases of each project
- ▲ Identify, assess and manage risks to the success of your projects
- ▲ Develop and lead processes for responding to and managing change
- ▲ Have communication channels and processes in place so you can quickly take any action necessary to rectify issues

- ▲ Provide thought leadership on how appropriate different tools and processes are to achieve your project goals
- ▲ Modify your personal approach and style to reflect changing circumstances
- ▲ Plan and manage project activity to maximise commercial return and minimize lost and non-billable time
- ▲ Discuss any change orders that arise well in advance so you effectively manage the customer's expectations and the project budget
- ▲ Accurately and on time complete project management reports, including status, budget, forecast and others as needed
- ▲ Accurately and promptly record and bill all time related to the project
- ▲ Manage your own time well so you work effectively across all the projects you're responsible for
- ▲ Meet the individual contributor targets set for billable hours and utilisation

### Is this you?

Rather than a definite Pinnacle 'type', we're looking for someone who is a winning blend of all the talents. So we're never overly prescriptive in what we ask for. For us, attitude is as important as aptitude. That said, project management demands a certain skillset and demonstrable knowledge.

With this in mind, please view the following as a guide to who our ideal applicant may be.

- ▲ Solid knowledge, understanding and experience of a business operations environment
- ▲ Strong leadership skills, with a demonstrable background of managing resources, motivating and coaching team members
- ▲ Client-facing consultancy experience with a blue-chip or professional services organisation; and ideally experience in the legal market
- ▲ Extensive, demonstrable experience delivering large-scale projects throughout the whole project lifecycle
- ▲ A thorough understanding of application architecture, use cases and workflow processes
- ▲ Experience across the full software development lifecycle, preferably gained through a variety of project roles
- ▲ The ability to work in an environment of change and uncertainty and to maintain sound judgment under pressure

- ▲ The ability to manage a high volume of work and a diverse range of projects and activities
- ▲ Excellent communication skills, both verbal and written
- ▲ Strong influencing and negotiating skills

### Our essential criteria

To be successful in your application you need to:

- ▲ Have a bachelor's degree or equivalent work experience
- ▲ PMP or Prince II Certification

You also need to be able to commit to:

- ▲ Weekend work as this will be required periodically
- ▲ An 80% travel commitment, on average

### The next steps

Please email your CV to [suzanne.stubbings@pinnacle-oa.com](mailto:suzanne.stubbings@pinnacle-oa.com) with a note of introduction that will persuade us to invite you in for a chat.

We look forward to hearing from you.