

# Project Manager Role Specification

## Overview of Xtravirt

Xtravirt are a global award-winning IT consultancy, trusted by our partners and customers to solve complex IT challenges and deliver promised outcomes. We are experts in cloud transformation, de-risking and accelerating IT modernisation projects with a focus on Digital Infrastructure, Digital Workspace and DevOps. Independence is our asset and people our strength.

**Xtravirt are expanding its Project Management Office and are seeking Project Managers to govern delivery across the increasing portfolio of customer engagements.**

**You'll be working with some of the best virtualisation consultants in the industry and delivering projects to businesses considered the most accomplished in their sector. You'll successfully manage the project from initiation (pre-sale), through delivery and in to closure; ensuring consistency in communication, risk and issue management and delivery of quality from your consulting team.**

## The Role

The PMO work hand in glove with our Resource Management Office (RMO) forming part of the back office team of our Operations function. You'll have demonstrable skill in the art of abstraction, tailoring communication in technical and non-technical language to all levels, influencing the direction and success of the projects within your remit.

## Responsibilities

- Define, initiate, manage and close projects to schedule, budget and quality
- Monitor and report project activity and milestones
- Work collaboratively with the RMO to ensure your team has the correct blend of skills for each task
- Evangelise and practice continuous improvement for standards, processes and best practice for PMO, RMO and consulting delivery

## Key Skills

- Proven technical project delivery across transformation, infrastructure and/or development projects
- External customer project delivery experience
- Exemplary interpersonal and communication skills (written and verbal)
- Extremely organised (you're a project manager after all)
- Comfortable with managing escalation and reporting the 'as-is'
- Practiced in waterfall and agile delivery methodologies
- Planning, initiation, execution, monitoring, reporting and closure activity
- Matrix team management (you'll be managing consultants and SMEs during delivery)
- Stakeholder management (SME to C level)
- Excellent computer literacy (Microsoft Office Suite, Project, Visio and selected project management tools)

Your flexibility to work extended hours (where approved) and travel to customer sites (UK&I and EMEA) will be required.

Xtravirt offer varied levels of PMO service and you'll be expected to manage projects to those levels; general coordination through to full project management execution. This would include including directing the customers SMEs and stakeholder management at times.

## Highly desirable knowledge/experience

- Experience of managing project based on VMware, Citrix and/or Microsoft virtualisation stacks
- Exposure to complimentary solutions (automation, configuration management, storage, networking)
- Worked within a Professional Services Organisation
- Relevant qualifications (PRINCE2, PMP, APM, ScrumMaster etc)

## Why Xtravirt?

Join an award-winning team of innovators, recognised for their consultancy expertise. Working at the forefront of business transformation, you'll be given the opportunity to advance your knowledge in the field. With the support of your Xtravirt colleagues and the Xtravirt brand you can create or expand your personal presence in the virtualization and cloud community.

At Xtravirt we recognise the importance of work-life balance and offer flexible working opportunities. Our employees enjoy a range of company benefits including company pension scheme, healthcare packages and company perks through 'Perkbox'.

Join our dedicated team of professionals, and let's take the next step of the journey together.