

Stertil House
Unit A, Brackmills Business Park
Caswell Road
Northampton
NN4 7PW
Telephone: 08707 700471
Fax: 01604 765181



Job Specification

JOB TITLE

IT Project Manager

Job Type	Business Administration
Post Type	Fixed term 12-18 months, 40 Hours Per Week
Site	Office based Northampton
Salary Band	£30,000 - £45,000
Potential Candidates	No
Line Contact	Managing Director

MAIN PURPOSE

The main purpose of this role is the management of the implementation of the company replacement ERP system to be on time and on budget. The role will include the day-to-day management of the IT projects team to ensure the project proceeds as planned. This will include the data cleansing process, data transfer, system testing, management of modifications and liaising with the suppliers and consultants. Acceptance testing of upgrades, implementations and enhancement requests from business departments. Administration duties associated with documenting procedures to ensure that benefits are achieved from upgrades, enhancements and replacements. Administration of day-to-day report requests and management of the allocation of resources and delivery of the reports. Any other related or associated IT systems requirements as identified and requested by the business during the ERP replacement.

RESPONSIBILITIES

- To manage the ERP implementation
- To manage existing data cleansing and transfer to the new ERP
- To document business processes to the new system to enable acceptance testing
- To maintain up to date records of business reports by department and what they are used for
- To log issues with IT suppliers / consultants and manage the solution and sign off from department managers
- To work with department managers and project team to improve IT systems for the benefit of the business
- To carry out any new tasks that occur as a result of the implementation of the ERP systems and as directed by the Managing Director

QUALIFICATIONS

- Knowledge of servers and system coding
- Management administration of IT systems
- Project management (Prince 2)

EXPERIENCE

- Evidence and knowledge of the implementation of ERP systems, enhancements, acceptance testing (ideally Greentree ERP)
- Documentation of department procedures and mapping into IT systems
- Data cleansing and transfer
- Report writing on project implementation gains and losses
- Excellent communication and management of people skills

BENEFITS

- 20 days holiday plus 8 statutory days.
- Monday – Friday 40 hours per week)
- Company pension scheme.
- Access to discounts to over 800 online and high street retailer.