

JOB DESCRIPTION

Programme Manager – London

ABOUT US

RPC is a dynamic, collaborative and commercial law firm. We love our work, but we love our clients more. Those clients are often household names, many of our lawyers are market leaders, and by investing in long-term relationships together we achieve award-winning results.

Headquartered in London and with offices in Bristol, Hong Kong and Singapore, we support our clients globally, both through our own offices and by collaborating with leading law firm networks. We are big enough to handle the most complex matters, and agile enough to adapt quickly to the opportunities and challenges our clients face. Through our commitment to and focus on five strategic areas of importance – Commercial & Financial Disputes, Insurance, Regulatory, Retail & Consumer and Technology & Media – complemented by a wide variety of practice areas, our revenue increased by 43% in the last three years.

That commercial success is reinforced by our unique culture. Clients and recruits are often surprised by just how different – how approachable – we are. We hire people with personality and invest heavily in their professional development and wellbeing. Every person at RPC should feel valued, respected and free to be themselves. And we want to help everyone achieve their ambitions – our clients as much as our people.

DIVERSITY, EQUITY, INCLUSION & BELONGING

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse collaborative thinking; drawing on different experiences, backgrounds and perspectives. That means that everyone who either applies to, or works for, the firm is treated equitably. We believe in removing barriers to equal access not least because our people define us and define what we do.

If you need support and adjustments to do your best work, whether that's during the recruitment process or throughout your time at RPC, we're here to help.

ROLE OVERVIEW

The team

You will be part of a Project Delivery function who are tasked with ensuring an ambitious portfolio of business change is delivered on time and in line with the firm's objectives and Achieving Ambition Strategic Priority. You'll be responsible for the end to end management of a range of programmes and projects, which relate both to our internal systems and processes, and those which interact with our clients.

Duties and responsibilities include but are not limited to the following:

- First escalation point for project issues throughout the portfolio
- Govern the usage of PPM tool (KeyedIn)
- Deputise for Head of Project Delivery
- Managing programmes/projects of varying sizes and complexities, in line with our overall business strategy and objectives – these will range from business led change to technology and infrastructure projects
- Helping to further enhance project delivery function, which will involve designing and implementing our internal processes and governance arrangements, and working with Head of Project Delivery and other business services colleagues to define the scope and remit of the team and its position in the firm
- Developing and maintain relationships with key internal and external stakeholders, customers, and suppliers
- Guiding Project Managers in leading and managing project teams made up of internal staff and third-party providers, ensuring projects are resourced appropriately; ideally having experience in line and matrix management
- Assisting in the development of project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility
- Assisting Project Managers to ensure that all projects are delivered on-time, within scope and within budget; proven budgeting experience ideal
- Reviewing and assist to develop detailed project plans to track progress and milestones
- Using appropriate verification techniques to manage project change
- Measuring project performance using appropriate systems, tools and techniques
- RAID management

Knowledge, skills and experience

- Management of a team and strong project management experience, ideally gained in a legal or other professional services environment
- Experience delivering Finance Transformation and Client and Matter Inception programmes, including deployment of InTapp product suite
- In addition to leading teams, it's essential for the Programme Manager to have a working knowledge of project management tools, processes, framework and reporting standards
- Experience of working with a range of project management methodologies, and an understanding of when and how to best use them
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Confident Stakeholder Management
- Strong commercial awareness, and experience of managing third party suppliers
- Keen attention to detail and numeracy skills
- Ability to deal with difficult or demanding situations
- Self-motivated and directed
- Experience working in a team-oriented, collaborative environment
- Analytical skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Excellent people skills, the ability to motivate others, well-developed interpersonal skills and diplomacy