



Project Manager

IT – London (Fixed Term – Six months)

The Firm

Devonshires is a forward-thinking firm which has been based in the City of London for more than 150 years. From our offices in London, Leeds, and Colchester we provide legal services throughout England and Wales. We act for a broad range of clients including private and public companies, developers, local authorities, funders, and regulators but in particular we act for a significant number of charities and housing associations. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Real Estate and Projects. Over the past few years, we have grown significantly and now have over 250 employees.

The Team

We are a small team of nine delivering IT business services across all four offices for our employees and partners. We pride ourselves on our ability to assist in delivering a quality legal service to all our clients.

As a team we provide support and training to our users, develop internal applications and work closely with third party suppliers. We are constantly looking at how we can improve the user experience and provide our users with the best solutions enabling them to work smarter. The remote support of our users is a key aspect in our day to day running, due to our agile working we are pragmatic and flexible with our service delivery.

Job purpose

We are looking for someone to take responsibility for the overall success of various IT enabled projects (e.g., requirements gathering, vendor management, contract and stakeholder negotiation, benefit realisation etc). The successful candidate will take ownership and driving these projects forward to achieve successful outcomes with a time limited framework.

Main Duties and Responsibilities of the Role:

- Take existing projects/initiatives that are either fully or partially scoped and convert into deliverable pieces of work;
- Lead the delivery of the approved projects/initiatives and be responsible for the realisation of the business benefits and outcome (e.g., to include shaping client expectations, managing scope, ensuring that requirements are accurate and

addressed by chosen solutions, assuring all aspects of delivery and the resultant business changes to support future success);

- Serve as a liaison between functional users, technical staff and – where appropriate – third party suppliers in the development or modification of solutions.

Person Specification

Attributes and Skills Required

- At least three or more years of business/technical experience in a project management role (preferably within an IT or business change function);
- Demonstrable track record of delivering IT enabled changes in a professional services environment (legal sector experience is preferred); covering all aspects of the project lifecycle;
- Appropriate project management qualification;
- Strong track record of software package implementation;
- Strong track record of leading projects where workflow changes need to be defined and implemented;
- Ability to work in a busy environment with excellent attention to detail and ability to prioritise workload;
- Able to work on own initiative and within established, or project specific, teams;
- Capable of establishing, and maintaining, strong relationships within, and external to, the organisation;
- Excellent communication skills (both written, oral and aural);
- Excellent attention to detail;
- Proven flexibility and adaptability to changing business needs in a fast-moving environment;
- Conscientious in all aspects of delivery.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all-job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason, we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.