**POLYPIPE**

**VACANCY - IS PROJECT LEAD**

We are currently looking to recruit a IS Project Lead to work within the group’s IS Department based at our Broomhouse Lane Site.
This role will act as the interface between the Information Systems (IS) department and the various Polypipe business units for identification, scoping, planning and execution of infrastructure, business systems or digital projects.

**The role will involve:**

* Delivering complex systems, infrastructure, digital and process improvement projects with a measurable RO, on time, in budget and in scope.
* The projects may impact on one or more business units across locations.
* Propagating the benefits of a project management framework across the business units.
* Collaborating external software, hardware and service providers to achieve results, when necessary.
* Acting also as a project consultant and individual project contributor if and where necessary.
* Effectively navigating a matrix organisation to manage project resources.
* Working on multiple projects simultaneously.
* Travelling as required to the other business units based around the UK based on project needs.
* Managing multiple stakeholders at all levels to ensure project goals are achieved.
* Facilitating project meetings and preparing status update reports for project stakeholders.
* Understanding and analysing operational business processes to define clear and achievable project requirements.
* Sharing knowledge and experience within and outside of the IS department, and cross-fertilising ideas and solutions to the benefit of all business units.
* Aligning closely with line manager (Business Systems Manager) to ensure a consistent approach to projects.

**The ideal candidate will also have experience of and be able to demonstrate the following skills:**

* Project management experience and/or qualification (PRIINCE 2/PMP)
* Profound knowledge of business operational processes end to end (CRM, sales, purchasing, manufacturing, transport).
* Stakeholder management
* Budget management. Meeting facilitation. Risk management
* Microsoft Visio. Advanced skill levels with full Microsoft Office Suite, especially Excel
* ERP (IFS) system knowledge. Knowledge of IT professional standards (ITL)
* Excellent oral and written communication skills (at all levels)
* Problem-solving skills & Process analytical skills
* Ability to work autonomously to prioritise and resolve issues
* Attention to detail. Strong teamwork skills
* Multi-tasking skills in a fast-paced environment. Flexibility

Hours of work are Monday to Friday from 9:00am – 5:00pm with a half hour unpaid break

**Please email a current CV to: Kelly White, Business Systems Manager**

**Kelly.White@polypipe.com**

**Closing date: 15th January, 2018**

**Polypipe operate an Equal Opportunities Policy**

