

# PMO Europe – Senior Project Manager – Investment Solutions

**Job title: Senior Project Manager**

**Length of assignment: 6 Months initially**

**Location: Charlotte House, Charlemont Street, Dublin, Ireland (Hybrid - 2-3 days a week in the office)**

**Working days/hours: Monday – Friday (35 hours per week)**

Highlight:

- **Role:** Senior Project Manager in Mercer’s Investment Solutions PMO Europe team, leading strategic change initiatives in a fast-growing business area.
- **Key Responsibilities:** Coordinate and prioritize project tasks, define scope and deliverables, manage timelines and budgets, maintain project plans and dashboards, report progress to diverse stakeholders, manage risks and issues, ensure regulatory and contractual compliance, and conduct project evaluations.
- **Stakeholder Engagement:** Work closely with business sponsors, senior management, internal teams, external vendors, and clients.
- **Required Skills:** Exceptional organizational and communication skills, strong troubleshooting and problem-solving ability, leadership and influencing skills, commitment to rigorous project processes, flexibility and sensitivity to change challenges, and high stress tolerance.
- **Experience:** Minimum 10 years in Funds or Asset Management industry delivering relevant solutions; formal project management qualifications preferred but not essential.
- **Desirable Attributes:** Proven track record of successfully leading complex projects, experience with client onboarding or external client-facing projects, strong attention to detail, excellent stakeholder management, collaborative mindset, and goal-oriented with a drive for continuous learning and development.

Mercer’s Investment Solutions PMO Europe Team is seeking a Senior Project Manager to work in a team responsible for the delivery of strategic change initiatives.

## **What can you expect:**

An exciting opportunity to work in Mercer’s largest and most rapidly-growing business area – Investment Solutions. As part of our PMO (Europe) Team the successful candidate will play a key role in supporting Mercer’s Investment Solutions strategic change projects. Mercer is one of the fastest growing investment solutions entities globally, and our client base has grown substantially over recent years and we have an ambitious trajectory for future growth

The candidate will work closely with business sponsors and business owners, internal stakeholders, senior management, external vendors, clients, and wider colleagues to coordinate and deliver on key business initiatives including Large Client Onboarding and Regulatory Initiatives.

The successful candidate will get to work in and experience a dynamic and rapidly growing area of Mercer’s business driven by strong demand across new markets and segments.

### We will rely on you to:

The responsibilities of the Senior Project Manager are:

- Coordinate and prioritise project tasks to ensure key milestones are achieved on schedule.
- Facilitate the definition of project scope, goals and deliverables.
- Manage timelines to meet business requirements and guarantee operational and business readiness.
- Establish and maintain project plans and dashboards to support communication to senior management and to clients where relevant.
- Constantly monitor and report on progress of projects to stakeholders at different levels of seniority with differing objectives and goals. Present reports defining project progress, problems and solutions.
- Work with third party service providers and vendors to ensure they are prepared to service Mercer.
- Ensure the project is delivered within contractual obligations and any specific regulatory requirements.
- Identify and manage the risks that may affect the completion of projects, detect unstated assumptions and escalate where appropriate.
- Manage and mitigate any issues that arise, keeping stakeholders abreast of developments.
- Complete all project documentation to a high standard with messaging tailored to different audiences, e.g. steering status updates, project plans and RAID logs
- Track and manage project budgets (where applicable).
- Conduct project evaluations and assessment of results (lessons learned)

### What you need to have:

- The Senior Project Manager must have exceptional organizational skills, as the majority of their time will be coordinating tasks, directing resources and staying aware of all aspects of the projects.
- Communication skills need to be at the highest level, as managers must convey project status to various audiences, in addition to communicating goals and tasks with project team members.
- Troubleshooting is another required skill. The project manager is responsible for detecting potential issues and implementing solutions when issues threaten to delay the timeline or impact budget or business operations.
- Influencing and leading is an important attribute. The project manager has to lead a working group comprised from multiple teams and organisations.
- A strong commitment to rigour. Projects can often go through challenging periods and the project manager must ensure that good process is followed and all tasks are suitably completed.
- A motivation to initiating and delivering change within organisations, with high levels of flexibility and sensitivity to direct and indirect challenges that change can bring
- The senior project manager has to have good stress tolerance and be able to work in a pressurized environment that involves coordinating multiple simultaneous tasks and working to deadlines.
- An industry expert with at least 10 years' relevant experience delivering solutions in the Funds or Asset Management Industry.
- Formal qualifications in project management or equivalent preferred, but not essential.

What makes you stand out:

- Proven success in leading, driving and delivering projects.
- Experience in complex client on-boarding and/or external client facing projects is desirable.
- Attention to detail with the ability to navigate multiple teams and deliverables.
- Strong collaborative track record and stakeholder management.
- Focused, goal-oriented with a drive to learn and develop in a unique and exciting role.