

PROJECT IMPLEMENTATION MANAGER

LOCATION: London / Flexible

CONTRACT: Permanent, full-time

REPORTING TO

- Customer Success – Team Lead

CHANGING ASSESSMENT FOR GOOD

Sova is passionate about making a difference. We design precise assessments, making no compromise when it comes to efficiency, candidate experience and effectiveness – and we do that by harnessing the expertise of our team and the latest digital technology. Every member of our team contributes to our success and no matter what our area of expertise, we are unified in our commitment to changing assessment for good and making a difference to our clients.

THE ROLE

The Project Implementation Manager is a key role within the business; responsible for the successful delivery of client implementation projects, they are responsible for managing implementations across the whole of the project lifecycle, ensuring that objectives are met in line with client requirements and specifications.

WHAT TO EXPECT FROM THE ROLE?

- Overseeing and managing key client projects, using appropriate project management methodologies
- Developing and managing detailed project plans to ensure objectives are met, including generating project briefs and initiation documents, meeting agendas, and status reports
- Overseeing the coordination and completion of client projects, including managing timelines, setting deadlines, assigning responsibilities and tasks, as well as monitoring and summarising the progress of key projects
- Implementing and encouraging best practice processes, techniques, and standards, as well as making improvements to existing practices where required
- Tracking projects and associated resources; alongside liaising with teams to ensure all information has been captured and shared with the project team
- Taking accountability for the overall success of the client projects and satisfaction, escalating issues where appropriate
- Measuring project performance to identify areas for improvement
- Implementing solutions into a SaaS platform as part of configuration requirements and specifications
- Building effective relationships, working directly with project team members to ensure the smooth delivery of client projects
- You may also be expected to perform various additional tasks as necessitated to suit the needs of the business.

WHO ARE WE LOOKING FOR?

Skills and attributes

- Excellent communication skills, both written and oral
- Ability to manage multiple projects and tasks
- Excellent organisational skills, with the ability to plan the use of people and resources in order to prioritise work and meet deadlines
- Strong attention to detail with the ability to maintain quality standards
- Highly developed problem-solving skills, with the ability to find and suggest alternative ideas if problems arise
- Excellent critical-thinking skills, including the ability to remove barriers and enable teams to complete their objectives
- Strong influencing skills with the ability to gain trust from key stakeholders
- Team player with a highly collaborative mindset
- Agile and resilient with an adaptable working approach
- IT Proficient (MS Office or equivalent)

Experience required

- Proven experience managing projects within the HR Tech industry, using different project management techniques
- Demonstratable knowledge of appropriate IT systems, including configuration management
- Demonstrable experience of effective resource management
- Project Management certification, such as Prince II (or equivalent), is desirable but not essential

WHATS LIFE LIKE AT SOVA?

As a Sova team member, you're part of a close-knit group, transforming the world of talent assessment. We recognise that the sum of the team is greater than its parts, so

we want people who work well as part of a team and who see shared goals as more important than their own.

We're serious about work/life balance. Our team works hard, and we know everyone needs room for family, friends, and other interests. At Sova, you'll encounter a nurturing culture that promotes professional and personal growth.

WHAT CAN YOU EXPECT FROM US?

We believe in our values, and you can expect us to drive these through our work and commitment to you:

Making Science Work - We make science work in the real world, by combining our core psychological expertise with the creative use of digital technology, challenging existing thinking to reimagine what can be achieved. Our measure of success is simple – have we made the greatest measurable impact we can in order to help our clients.

Different, Together - We work to create something none of us could manage alone. It works because we are committed to a shared goal, value teamwork, recognise each other's strengths, and always communicate openly, honestly, and respectfully.

Restless Spirits - We are endlessly curious – about our science, our clients, and our industry. By questioning assumptions, embracing new experiences, and travelling beyond our comfort zone, we are able to respond with speed and agility to a constantly changing world.

Ever Upwards - We love achieving what we set out to achieve, as individuals, as teams and as a business. We care about working profitably and sustainably. We always look to go one better and never do anything by halves.

MORE OF WHAT TO EXPECT FROM US

- Workplace Pension Scheme
- 25 days annual leave, + bank holidays
- Private Medical Care
- Ability to work flexibly and from anywhere

HOW TO APPLY

To apply for this role, please send your CV to careers@sovaassessment.com, stating the job title in the subject line.