



Forward thinking
Straight talking

Project Manager

JOB SPECIFICATION

Gateley /

POSITION:	Project Manager
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

The **Project Manager** plays a critical role in managing, driving and governing the successful delivery of IT and business change initiatives across Gateley. Operating within a dynamic portfolio of over 50 active concurrent projects and programmes, the **Project Manager** delivers initiatives with significant strategic and financial value, aimed at enhancing client service, driving company growth and increasing profitability towards the overall business North Star target.

The role requires excellent communication skills, a delivery focussed mindset, strong project planning capability, good stakeholder engagement and a strong emphasis on managing risk to a gold standard. Gateley employs a hybrid delivery methodology, with a mix of traditional waterfall, iterative and agile practices. The PM may be expected to work across multiple projects simultaneously. The project portfolio consists of projects covering key business transformation activities, acquisition and integrations, regulatory change, technology-led, and process improvement initiatives, while also contributing to continuous improvement activity.

The Project Manager is expected to manage, govern and deliver all phases of the project from the initial drafting, detailing and acceptance of the business case through the entire project lifecycle including implementation and closure activities. The key focus areas for the Project Manager will across be in ensuring the project is established correctly and aligned to our strategic objectives, delivering the project effectively with strong customer focus, communication and risk management and ensuring the project delivers into service with an exceptional experience for our customers and clients.

Key Responsibilities

- The definition, documentation and successful delivery of business change and IT projects within agreed time scales and budget.
- End-to-End project management of all assigned projects.
- Ability to manage project budgets up to sometimes exceeding £5 million.
- Ability to manage projects that impact large customer bases often in excess of 2,000 people.
- Maintaining open and effective communication with users and stakeholders with regards to the planning and delivery of individual programmes of work and projects.
- Achieving project buy in and co-operation and minimise impact of risk to the business.
- Ensure compliance with company policies, regulations and procedures throughout the project lifecycle.
- Identification, ownership and management of project and programme risks, identifying and implementing mitigating actions to reduce and remove the impact of risks.
- Developing strategies and measures to mitigate and/or control risks identified ensuring contingency plans are developed and executed.

- Ensure projects create all necessary documentation to enable the Change & IT Service team to fully support the solution after the project has concluded.
- Preparation of project management artefacts (PID, status reports, change control notes, Business Case, BRS, Test and other key documentation).
- Liaising between business stakeholders, IT Team members, 3rd party suppliers, clients and others as required to deliver IT projects for the Gateley business and / or its clients.
- Ownership of work breakdown structure, production of estimates, project plans, technical plans and requirements, finances, risk & contingency, scope management and change control
- Clearly articulating scope, business requirements, business process, delivery plans and the benefits cases for programmes of work.
- Communicating in language that is appropriate to the audience. Communicate effectively with both technical and non-technical audiences, tailoring language and detail appropriately.
- Identifying, contracting with and management of 3rd parties to deliver solutions for Gateley Plc as necessary.
- Ability to work on multiple projects at one time, proactive prioritisation, management and planning of own diary and ensuring work is completed to approved deadlines.
- Conduct cost-benefit analysis and Return on Investment (ROI) assessments at key stages of the project lifecycle—before initiation, during delivery, and post-implementation—to support informed decision-making, prioritisation, and evaluation of business value.
- Understanding and explanation to the business of issues, defects, bugs and feedback obtained through the Quality Assurance process.
- Collaborating with other Project Managers, BA's, Developers, and Quality Assurance to ensure successful project delivery.
- Directing and supporting other project team members.
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The **team**

You'll be joining an established and collaborative Change team. The team is focused on delivering high-quality change initiatives that align with Gateley's strategic goals—supporting growth, enhancing profitability, and improving client outcomes.

As a **Project Manager** in our dynamic IT team, you will manage and deliver predominately business change related IT projects within time, quality and cost constraints.

The team brings a wealth of experience and deep organisational knowledge. They are united by a shared commitment to keeping the customer at the heart of everything they do—whether that's improving business processes, implementing new technology solutions, or uncovering insights into operational challenges.

As a valued member of the team, you'll have the opportunity to contribute to its continued growth and maturity, while also supporting and mentoring junior colleagues as part of a supportive and high-performing environment.

The role will have an internal reach needing to liaise both with C suite stakeholders and their departments and delivery teams as well as liaising externally with large technology providers.

The **person**

Stakeholder Engagement

The **Project Manager** will engage with a variety of internal stakeholders, third-party vendors and service providers alongside including operational teams, project sponsors and subject matter experts.

The role requires the ability to take stakeholders through the phases of project delivery to put them at the heart of the delivery. The candidate will have the ability to manage expectations, influence outcomes and resolve conflicts to ensure the stakeholder needs are central to delivering the business initiatives.

Tools and Methodologies

Working knowledge with Agile, Waterfall, and hybrid methodologies is expected. The Project Manager should be proficient in using tools such as Microsoft Visio, DevOps and the Microsoft Office Suite. Knowledge of prioritisation methods (e.g., MoSCoW) is mandatory.

Career Development

This role provides a foundation for progression to a **Senior Project Manager** position. Opportunities for development include leading larger, more complex projects, mentor junior PM's, and contributing to strategic initiatives.

Additional Information

This job description is not exhaustive. The job holder may be required to undertake additional tasks as needed, reflecting the dynamic nature of the team and its commitment to excellence.

The role also requires strong interpersonal and communication skills, with the ability to build effective relationships across teams and stakeholders. A collaborative mindset is essential, as is a willingness to contribute to team initiatives, knowledge sharing, and continuous improvement. Knowledge or experience of the legal sector is advantageous and will support contextual understanding of business needs and priorities.

The **benefits**

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are **Gateley**

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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