

Job Specification

Job Title: Project Management Officer
Division: IT
Full time / Part time: Full time
Location: Zurich

Rothschild & Co.

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 3,400 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Private Wealth

For over 200 years, Rothschild's freedom to offer objective advice and our commitment to personal service have combined to shape and grow our private clients' wealth, building value for generations. Our dynamic growth and ambitious targets in relation to quality, innovation and reliability have created a need for the above mentioned role.

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Overview of Role

The head of IT and the head Business Applications need a strong and analytical person to manage the project portfolio of the Bank. The successful candidate will be responsible for the project office and will work closely with IT management. The role is about the implementation of a well-planned project delivery approach and also direct project management of various IT projects.

Responsibilities

- Active cooperation within the IT- and Business teams in regards to planning, resource management, communication, reporting and controlling of the project timeframes and financial budgets
- Coordinating the communication between the project teams and internal customers
- Perform detailed project planning, resource scheduling, progress monitoring, issue resolution and risk management
- Establish excellent working relationships with internal and external stakeholders
- Establish governance structure for IT projects. Actively manage all stakeholder engagements (Steering Committees, Project Boards, etc.) and provide regular progress updates



- Communicate issues to project team and the project governing bodies in a timely manner, and asks for intervention when and where necessary
- Business and technical requirements management: Structuring input from stakeholders, ensuring consistency and high quality specifications
- Release and Test management which includes planning testing activities according to project milestones and application releases, structuring of test cases, tracking and ensuring proper documentation of test results

Education and Qualifications

- 3-5 years experience with IT Project Management and IT Project Management Office
- Experience in managing large projects and software implementations within the Finance sector
- Sound knowledge of various project methodologies (e.g. waterfall and SCRUM)
- Possession of project management certifications is a plus (e.g. IPMA/PMP/PMI)
- Practical experience in requirements and/or test management and change management
- Extensive experience of managing external suppliers, working to tight statements of work and quickly resolving issues
- Beneficial qualifications are experiences about:
 - Avaloq Core Banking System, Avaloq Front Platform
 - .NET or Java J2EE applications
 - Technical knowhow e.g. data centers, cloud, firewall, ...
 - Experience in Banking and ideally Wealth Management Business
 - Business Analysis skills within projects and software implementations

Experience, Skills and Competencies Required

- Excellent problem solving skills, able to gather and analyse complex information and present back to management incisive analysis and options going forward
- Capable of working with minimum supervision and consistently delivering against expectations
- Strong team player with an ability to establish and maintain a high level of trust and confidence amongst peers and colleagues
- Strong analytical and structuring skills
- Solution oriented personality with the ability to design and implement efficient processes supported electronic workflows and modern IT applications capabilities
- Resourceful, self-motivated and decisive with decision making capability
- Structured working method
- Excellent written and spoken communication skills in English and German