

# Job Description

## Project Consultant



**About us:** Zest Technology Ltd provides the technology of choice for many of the UK's leading Companies and Benefit Consultants, delivering ground breaking, flexible, device independent, secure software for employees to access and manage their pensions and other employee benefits. Our client base includes major household names such as Lloyds Bank, Hargreaves Lansdown, Aviva, LinkedIn and Unum, to name but a few.

Our flagship product for employee benefit communication is built using state of the art technology and Agile development practices. We are focused on delivering secure, high performing and fully scalable software. Our modern approach includes structured architecture design; product management; Agile software development; QA practices and project management.

We pride ourselves on having a highly skilled team of people who actively engage closely with our clients to ensure that we continue to understand their needs and offer the leading software for employee engagement. Our core values of Trusted, Collaborative and Exceptional run deep through our culture.

**About the job:** The Project Consultant manages the full lifecycle of a project to deliver Zest and is accountable for the quality of all outputs.

**Reports to:** Head of Delivery

### Areas of Responsibility:

- Working alone, or as part of a team, to deliver implementation projects, for new clients or those enhancing their current offering
- Understand and document detailed benefits requirements
- Configure Zest to meet their needs
- Support the acceptance testing of their solution
- Ensure a successful launch of the solution to their employees
- Support the activities of other team members when required, and contribute more widely to the success of the Implementation Teams.
- Maintain awareness of and comply with all legal requirements and company policies, including those relating to information security and data protection.
- Responsibly handle, classify and manage all information, whether internal or received from external parties.

### Key Competencies and Skills required for the role:

Competency title	Brief description
Project Management	Proven project management skills and the ability to run and prioritise projects across multiple channels and manage risks. Able to act decisively to circumvent a potential problem and identify when to escalate critical situations. Strong attention to detail.

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### Project Consultant



System Configuration and Site Build	A passion for technology, our clients and their employees. Problem analysis and solution development skills. Has a logical and analytical mindset with the ability to capture requirements, produce scheme design, and complete system configuration & testing to deliver to project scope.
Communication and Presentation skills	Excellent verbal & written skills. Able to speak confidently and with authority in public. Able to manage multiple stakeholders
Implementation Approach	Proven knowledge of software implementation and change control methodologies.
IT Skills	Adept in using all standard MS Office systems and other Zest project management and communications tools.
Team Working and Relationship Building	Strong team player, able to put the needs of the company first. Improves any team they are part of. Able to quickly build and maintains professional relationships with multiple stakeholders and command respect.
Drive and Energy	Self-starter, able to work under their own initiative and achieve their objectives. High levels of drive, energy, enthusiasm and integrity.
Values	Able to live and breathe the Zest Values of Exceptional, Collaborative, Creative, Game Changers, focussed on an excellent client experience.

#### Skills/Knowledge Required:

- Excellent communication skills, both written and verbal.
- A self-starter, with an aptitude for learning and keen to progress.
- Experience in managing multiple implementations
- Proven capability to manage clients to scope, consulting in a constructive and collaborative manner ensuring technical feasibility
- Excellent time management skills and an ability to prioritise and multi-task
- Commercial awareness.
- Proven capability in establishing and maintaining relationships with third parties/vendors
- Commercial experience of Project Management or PRINCE2 / Agile qualifications
- A good understanding of mathematical principles

#### Skills/Knowledge Desirable:

- Experience in the Benefits industry would be ideal, but is not essential

#### Additional Information:

- Competitive Salary, with comprehensive range of Flexible Benefits
- Normal working hours 37.5 as per T&Cs
- Location: Leatherhead House, Station Road, Leatherhead, Surrey, KT22 7FG