

Job Profile

Management - Service Delivery

Title

Programme Director

Contract Type

Permanent

Hours per week

37.5

About the role

As an Implementation Programme Director, you're adept at leading one or more large (strategic or enterprise) projects or programmes with complex multi-workstream delivery, overcoming any challenges along the way to deliver transformative change that makes a real difference to our customers and their employees. You enjoy the freedom and autonomy to make a real impact, developing your skills as an exceptional Programme Director, and you love seeing the end result of successful project delivery.

To you it's about working collaboratively, building effective relationships, and finding creative solutions to any hurdles you may face. You're passionate about your personal development and value the opportunity to take on a range of implementation projects and programmes, learning and evolving from each experience.

At Zellis we power exceptional employee experiences so our customers and their people do better. We create and deliver market-leading HR & Payroll solutions, with an enviable customer base across every sector. Our multi-award-winning products pay over five million employees a year, with almost half (42%) of the FTSE100, 50% of the top retailers and a third of the top universities in the UK & Ireland as customers, making us the largest provider of Payroll and HR software and managed services.

Our people are critical to our ongoing success; we're proud of our inclusive culture that gives you the platform to grow and challenge the status quo, with you playing a crucial role in further enhancing our market position as we look to double our revenues and underlying profits in the next five years. With Zellis you'll have the chance to stretch and challenge yourself in an environment that's varied, flexible and hugely supportive, and one that recognises and rewards your success.

Your day-to-day will include developing and maintaining agreed programme/project plans with customers, managing all change activities, and monitoring KPIs, status reporting, commercial margin and P&L for £1m+ programmes.

You'll coordinate all resources in executing their activities and act as the point of escalation for any issues, as you ensure delivery on-time, on budget and at the highest level of quality.

You'll also interface with customer and internal executive colleagues to present the ongoing status, risks and any issues on programmes, supporting our continuous improvement initiatives to take lessons learned back into our programme and project methodology.

Skills and experience

Do you have:

- A minimum of three years previous Programme Director level experience, working on large scale and highly complex implementation and transition delivery? (employee volumes 50,000+ and managing £1m+ budgets)
- Experience working in the HR & Payroll software industry?
- Experience of engaging with FTSE100 and FTSE 250 companies?
- Professional project management qualifications? (e.g. PRINCE2, PMI, Six Sigma)?

You'll be resilient, adaptable, positive and customer-centric in everything you do. You'll have great commercial awareness, coupled with a thorough understanding of risk, governance and reporting mechanisms. You'll be passionate, driven and a strong communicator, using these attributes to create a successful "one team" approach to each programme or project.

About Us

Zellis is the leading provider of payroll and HR solutions for the UK & Ireland. Together with Benefex and Moorepay we form the Zellis Group, serving a vast array of companies across every vertical and industry. Our purpose is to power exceptional employee experiences so our customers and their people do better.

We have over 50 years of heritage and industry experience – and we've been ahead of the curve throughout. More than half a century ago, we were founded as Peterborough Data Processing. Quite a lot has changed since then – not least our name. We were acquired by Northgate, becoming NorthgateArinso in 2007 and NGA Human Resources UK and Ireland in 2014, where we were joined by Moorepay. In 2018, the UK and Ireland division was sold to Bain Capital and now we operate as a standalone company, Zellis. After acquiring Benefex, we're now even better equipped to serve the complex needs of our customers.

Our vision is to be the clear leader in pay, reward, analytics, and people experiences. We're proud of our culture and we work hard to create an environment where people want to join, belong to, and be part of a progressive organisation. Our values, which were defined with input from all of our 2,000 colleagues, are not empty words on a poster:

- Unstoppable together.
- Always learning.
- Make it count.

Salary Package

Competitive base salary, cash car allowance and bonus.

25 days annual leave, plus your birthday off + bank holidays.

Private medical insurance.

Life assurance 4x salary.

Enhanced pension.

Range of additional flexible benefits.