

Project Consultant Job Description

Project Consultant Job Purpose:

Applies strategic initiative planning, knowledge, skills, tools and techniques to project activities in order to meet the project objectives and ROI.

Job Responsibilities:

- Initiates projects following appropriate project management methodology including gathering and defining comprehensive project requirements, ensuring for strategic alignment, developing project charters, project plans, budgets and schedules, determining staffing requirements, and forming cross-functional project teams.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Ensures that all team members have the tools and training required to perform effectively, and provides the team with constructive feedback as it pertains to project performance. Accomplishes project team objectives by assisting in recruiting, selecting, orienting, training, assigning, scheduling, coaching and counseling employees assigned to project teams including subject matter experts, managers, business leaders and the executive sponsor. Task examples would include communicating project role expectations, planning, monitoring and reviewing contributions, planning and reviewing project KPI compensation actions with resources' managers and enforcing team policies and procedures.
- Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Evaluates and ensures for sponsor/client satisfaction at project completion.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Report and escalate to management as needed
- Identifies potential areas for improvement in current methodologies and provides suggestions to Engagement Manager.

Organizational Development & Change Management Responsibilities:

- In conjunction with Engagement Manager, work with clients to identify, develop, promote and drive initiatives to improve organizational, team and individual effectiveness and performance. Serve as organizational development and change management coach and consultant for client initiatives.

Qualifications:

- Minimum Bachelor's degree in Business, Human Resources or related field, with preference given to MBA or Masters in Organizational Development, Human Resources, Industrial/Organizational, Business Administration; or related field.
- Six Sigma, Project Management, or Change Management Certification is a plus
- Demonstrated skills and experience in Coaching, Facilitating, Change Management, Team Building, Systems thinking, Interventions and Organizational Analysis.
- PMP / PRINCE II certification preferred.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, Sharepoint, Project).
- Must be able to interact and communicate with, as well as influence, individuals at all levels of the organization.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

Position Description

Job Location: Buffalo New York, United States or Toronto, Ontario

Position Type: Consultant

Travel: 25-55% (dependent on level)

About LAMAC Consulting: LAMAC Consulting offers strategic project consulting services with a focus on project management (technical planning) and change management (people planning). If your organization is undergoing a transformation, we can help to plan the project and to prepare the people.

About The LAMAC Group: LAMAC Consulting is a division of The LAMAC Group, a private investment company that devotes energy and resources towards helping individuals, organizations and social groups with embracing change.

Compensation: Standard project tour of duty consulting rates. Company will pay for Project Management and Change Management certification and training. Equity options available for senior resources who are promoted into management ranks.