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Goldman Sachs City Fellowship 2009/10

OFFICE OF GLOBAL SECURITY - SERVICES

Firm Overview:

The Goldman Sachs Group, Inc. is a bank holding company and a leading global investment banking, securities and investment management firm. We provide a wide range of services worldwide to a substantial and diversified client base that includes corporations, financial investors, governments, non-profit organisations and high net worth individuals. In doing so, we bring together people, capital and ideas to make things happen for our clients.

Business Unit Overview:

Office of Global Security is dedicated to ensuring the safety and security of the firm's people, facilities, people, reputation and business operations through the assessment and management of global security risk, and leveraging our technical expertise to support the firm's commercial activities. Within OGS, the Projects group exists as an internal resource responsible for delivering discrete projects related to the enhancement of security for the Firm's people and facilities. The projects can be either driven by requirements to directly support the business operations of the Firm (e.g. planning and implementing security for a new office opening) or driven by requirements identified by OGS Management (e.g. selecting and establishing a contract with a security vendor for specialist security support services).

Responsibilities:

- Liaison with stakeholders to understand security concerns facing the Firm and business drivers for projects in order to develop, document and sign off security and life safety strategies for individual projects
- Project management to implement the agreed security strategy, principally focusing on coordination of Office of Global Security input to the project team and oversight of work streams
- Liaison with Corporate Services Real Estate, Planning and Capital Projects (Construction) Groups and GS Technology groups to produce detailed project scope and handover documents to manage completion and handover of the projects to operational groups
- Project budget oversight and reporting

Skills and Experience:

- Previous project management experience highly desirable, with a strong emphasis on delivery
- Ability to manage multiple tasks
- Excellent written and oral communication skills, including experience of preparing and delivering briefings to departmental management
- Ability to self-start and work autonomously on projects, while providing regular and appropriate feedback to management
- Commercial mindset, with strong emphasis on client focus
- Prior knowledge of risk assessment an advantage