

Job Description - OGS Project Manager

Goldman Sachs is leading global investment banking, securities and investment management firm that provides a wide range of services worldwide to a substantial and diversified client base that includes corporations, financial institutions, governments and high net-worth individuals.

Description of Group:

The EMEA Office of Global Security (OGS) is the component of the Goldman Sachs Services Division responsible for providing security and fire and life safety support to Goldman Sachs employees and office facilities in London and the EMEA region, in order to ensure a secure working environment for employees of the Firm.

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).

Key partners within the Firm are the Corporate Services Real Estate, Office Layout Planning and Capital Projects (Construction) Groups, together with elements of the Firm's Technology Division.

Description of the Role: OGS Project Manager

For projects requiring input from numerous parts of the Firm, the successful candidate will be required to be the main point of contact representing OGS. The candidate will be responsible for all aspects of project planning, communication, coordination and ensuring delivery to standards required by OGS.

For projects internal to OGS, the successful candidate will act as overall project lead, responsible for all aspects of project planning, requirements collection, communication, coordination and management of delivery to agreed timescales.

The successful candidate will report to the OGS Projects Group Manager.

Core Responsibilities

- Liaison with stakeholders within OGS 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 OGS input to the Firm's project team and oversight of OGS workstreams, with the objective of ensuring delivery of a coordinated final security and life safety solution.

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- 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

Key Skills

- Education to degree level
- 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
- Prior knowledge of security system and fire & life safety systems an advantage
- Understanding and experience of working at Goldman Sachs / major investment banks desirable.