

Goldman Sachs International City Fellowship

Operations Technology Strategy/Operations Project Services

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.

General

A City Fellowship supporting the London Operations Technology Strategy (OTS) and Operations Project Services (OPS) teams provides a unique opportunity for involvement in strategic projects with a cross-divisional perspective.

OTS partners with managers in the Operations Division to shape and implement Operations' global technology strategy. Working closely with senior management, OTS is charged with ensuring that Operations' long-term technology vision is executed. The group focuses on enhancing efficiency and flexibility to meet the dynamic and continually evolving needs of the business. OTS partners extensively with Operations Project Services to co-ordinate the strategic direction and execution of critical cross-Operations technology initiatives.

OPS acts as a center of project management excellence for Operations. The group plans and executes cross-Operations projects with significant risk and/or strategy implications in partnership with project teams throughout Operations. OPS facilitate project management knowledge and resource sharing, oversees consulting vendor management, and provides project management consulting and training.

The London OTS & OPS teams are closely linked and operate under a collaborative and inclusive management structure. The City Fellow would work within both teams providing project management support to a variety of cross-Operations initiatives.

Principal Responsibilities

- In conjunction with Operations and Business users, conduct analysis of business functions to plan, scope and define projects
- Summarize and report high level business plans and ongoing project status to management
- Monitor the progress of ongoing development work and understand how that fits into the firm's strategic plans
- Build and manage relationships between various users groups, technologists, and management on various high priority projects impacting Operations

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- Develop strong working relationships with IT groups to implement Operations technology vision
- Facilitate prioritisation of Operations investment in Technology
- Develop requirements documents and translate those requirements into project deliverables
- Develop project plans and manage implementation, including milestones, issues, and risks tracking and communication
- Monitor and understand the processes within Operations and determine where a risk or lack of control might be addressed with a current or proposed project
- Provide support to Operations management and project teams on project management tools and methods, and on consulting vendor engagement management

Experience / Skills

- Attention to detail & ability to deliver to deadlines
- Bachelor degree
- Strong business analysis skills and logical mindset
- Strong communication and interpersonal skills both written and oral; confident in interaction with all levels of employees
- Self motivated: proven track record of completing projects and achieving results independently Able to handle multiple tasks and prioritise accordingly
- Proficient in Microsoft Word, Excel, Project & Visio
- Working knowledge of the business flows in the financial services industry is a plus, as is related experience in technology strategy, business process development, management consulting or in a client service or business function
- Project management experience in both business process and technology implementations