



INFORMATION SYSTEMS PROJECT MANAGER

DEPARTMENT:	Information Technology	REPORTS TO:	Business Intelligence & Collaboration Manager
DIVISION:	Corporate	FLSA STATUS:	Exempt
JOB CODE:	2408	EFFECTIVE DATE:	9/22/2023

JOB SUMMARY

In partnership with Global Team Leaders and other functional leaders successfully define, develop, and manage complex Information Systems (IS) projects, including project scope, objectives, milestones, risk assessment, financial management, and projections. Develop communication and change management plans to meet internal customer needs. Execute the project strategy across various phases of asset development such as product development and lifecycle management plans.

QUALIFICATIONS

Education/Experience

Bachelor's degree in information systems or related technical field or a business degree with a project management concentration, plus a minimum of ten (10) years of experience in IT Infrastructure and/or Business Process Optimization/Automation in a globally distributed environment, with at least 5 of those years managing complex IS projects; or equivalent combination of education and experience. Experience working in a matrix and/or global organization preferred.

Project Management Professional (PMP) or similar professional project management certification, and/or Certified Scrum Master (CSM) highly preferred.

Knowledge/Skills/Abilities

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and flexibility. Ability to work in an environment where there may be competing priorities, risks, and uncertainty. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Interpersonal Skills: Ability to cultivate relationships and deliver feedback to move projects forward. Relates well to all people, both within and outside of the company. Builds an appropriate rapport and constructive relationships. Uses diplomacy and tact.

Strategic Change Agent. Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility. Ability to make decisions based on a mixture of analysis, wisdom, experience, and judgement.



Leadership Skills. Build a culture of tolerance, acceptance, and civility by setting an example to team members. Ability to coach and motivate project team members in planning, strategic project management, decision-making, teamwork, and process improvement. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment.

Project Management Skills. Knowledge of principals of project management, including creation of charter and scope, establishing project teams, applying comprehensive root cause analysis, implementing intervention, ensuring organizational alignment, and measuring progress and success. Excellent planning and relationship building skills. Ability to liaise with middle and upper Pyrotek management for scope negotiation in a manner that upholds Pyrotek's values and reflects positively on IS. Ability to manage multiple projects and/or program across multiple sites/regions, both domestic and global. Ability to remove assumptions, effectively communicate projects risks, and determine when escalation of project concerns are required. Demonstrated knowledge of different project management frameworks/methodologies, such as Waterfall, Scrum/Agile, etc.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems, including MS Office. Expertise in a project management software.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Information Systems. Demonstrated knowledge of IS systems, software, hardware, and IT infrastructure. Good understanding of IS terminology. Ability to gain knowledge of new software and hardware quickly and efficiently.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness and ability to make decisions and work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek's ability to meet and/or exceed goals and objectives.

Travel. Ability to travel by land and air, both domestically and globally up to 20%. Valid US Passport or ability to obtain.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Effectively lead projects to ensure they are delivered within scope and agreed upon timelines, utilizing the defined level of manpower and established third party costs. This includes:
 - a. **Planning:** Determine what needs to be done, who is going to do it, when it needs to be done and the deliverables. Key planning duties include defining and clarifying scope, development of the overall project plan including budget, task sequence, schedule, milestones, risk assessment, fiscal plan, quality assurance plan and policies & procedures that support the achievement of objectives.
 - b. **Organizing:** Set up the project team within the context of the existing organizational structure. Key organizing duties include defining the organizational structure of the project team including identifying roles, positions, and accountabilities within the team; identifying services to be outsourced; and staffing of project positions.



- c. Leadership: Influencing, motivating, communicating, and resolving conflicts to execute the project plan to successfully achieve objectives. Key leadership duties include setting team direction, coordinating activities across organizational functions, holding team members accountable, and selecting team members.
 - d. Control: Keeping the project on track. Tracking/monitoring progress toward meeting objectives, maintaining budget, evaluating the cause of deviations from the plan, evaluating and correcting problems. Key controlling duties include defining project baselines, tracking progress, reporting status, and conducting qualitative and quantitative analysis using appropriate tools and techniques to understand severity of potential risks and effectively communicating and determining when corrective action is needed.
 - e. Post Project Evaluation: Conducting post-project debriefs on all completed projects documenting financial results and project 'things gone right' and 'things gone wrong' for future project lessons learned and continuous process improvement.
 - f. Reporting: Regularly providing reports on progress of project to all stakeholders and any material changes to the budget or scope.
2. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
3. Determine the effectiveness of policies, procedures, and projects/plans. Take appropriate corrective measures when necessary. Ensure all activities and operations are performed in compliance with federal/national, state/regional, and local regulations.
4. Maintain the cooperation and support of team members company-wide through effective communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
5. Foster attitudes, conditions and environments that engenders excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways.
6. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
7. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
8. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Perform other tasks as assigned by the Manager.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

While performing the duties of this job, the team member is regularly required to talk, hear, and see. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member generally will work in an office environment with some flexibility to work remotely when pre-approved and appropriate. Travel by land and air, both domestically and internationally up to 20%.

Team Member's Signature

Date

Manager's Signature

Date