



Nordicity  
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## Senior Project Manager

**Location:** London, UK

**Term:** Permanent

**Salary:** £40,000 to £45,000 (commensurate with experience)

### About Nordicity

Nordicity is a leading consulting firm that specialises in strategy, economics and policy analysis across the arts, culture and creative sectors.

We work in cultural policy, creative sector strategy, international development, inclusive growth and cultural relations. Our practice includes analysing, developing, implementing and evaluating programmes and policies. We also help our clients assess impacts of programmes and policies, and plan and deliver on mandates. Our practice is international and our clients include governments, industry and not-for-profit organisations.

### About the position

Nordicity is looking to add a **Senior Project Manager** to its growing team.

Reporting to the Director in Nordicity's London office, the successful candidate would be primarily responsible for contributing to project management, analysis, and reporting (both written and verbal content) across numerous Nordicity engagements.

In their role, the candidate will be expected to lead the execution and delivery of several concurrent projects working with teams primarily within the London office but also drawn from Nordicity's other offices and its subcontractors. As such, proven project management and team leadership skills will be critical.

The candidate will also draw upon their project management expertise to further develop Nordicity's project management approaches as part of the firm's Project Management committee.

### Essential traits of candidates

- Positive attitude
- Good self-accountability
- Self-driven
- Super organised
- Highly collaborative and team working
- Willingness to learn new skills and ways of working

### Key duties and responsibilities:

#### Project management:

- Leads day-to-day management of several Nordicity projects (eg. ensuring material is 'client ready', exercising proven time management skills, responding promptly to client communications, and demonstrating strong financial and budgetary reporting acumen)

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- Works closely and communicates regularly with the project director to ensure that all reasonable client needs are met
  - Develops client and stakeholder relationships by building trust and confidence with clear and responsive professional communication and expectations management
  - Uses appropriate project planning and scheduling practices in alignment with Nordicity's project management approach
  - Monitors project budgets and progress to deliver the agreed upon results in the most efficient and effective manner possible
  - Conducts post-facto reviews of project performance, as deemed necessary by the project director

**Data collection, analysis and reporting:**

- Develops and leads the application of various research methodologies (eg. surveys, stakeholder engagement, literature reviews)
- Compiles useful analytical insights from both quantitative and qualitative data
- Communicates the impact of our work and can relay compelling stories (based on both quantitative and qualitative findings) to our clients

**Business development:**

- Oversees the production of proposals on often strict and immovable timelines
- Contributes to the development of proposals, notably in the creation of work plans, project budgets, and delivery schedules

**Corporate development and administration**

- Contributes to the advancement of the firm through internal initiatives/projects (eg. authoring thought leadership pieces, participating in internal committees, supporting employee upskilling/training, contributing to Nordicity's operational values development and implementation, advising the partners on potential service improvements)
- Contributes to internal administrative tasks as befits their skill set(s), as is the case with all Nordicity team members

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**Essential professional experience, educational qualifications or skills:**

- Graduate degree in a field relevant to any of Nordicity's practice areas
  - 2+ years of project-based consulting experience, or the equivalent in any of Nordicity's practice areas
  - Excellent communication skills in English (written and spoken) and the ability to communicate clearly, in different styles and for different audiences
  - Good organisational and project-management skills, with the ability to coordinate workstreams and work effectively to meet multiple deadlines
  - Proven experience in qualitative research methods, including writing interview guides, conducting research interviews, and analysing and interpreting findings
  - Proven experience in developing and implementing online surveys, and analysing and interpreting findings from survey data
  - Quantitative skills, including data collection, manipulation and analysis
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	<ul style="list-style-type: none"> <li>▪ Ability to synthesise quantitative and qualitative evidence, identifying clear findings and drawing insights that can inform decisions and are accessible to a broad audience</li> <li>▪ An understanding of the creative and cultural industries in the UK and globally</li> <li>▪ Ability to develop and maintain positive and professional relationships with fellow employees, clients, sector stakeholders and subcontractors</li> <li>▪ Experience in writing reports to a high standard for a broad readership within government or the private sector</li> </ul>
<p><b>Desirable professional experience, educational qualifications or skills:</b></p>	<ul style="list-style-type: none"> <li>▪ Degree or experience working in policy or management consulting, government, or agencies operating in the cultural sector</li> <li>▪ Degree or professional experience in monitoring, evaluation and learning (MEL) from any sector</li> <li>▪ Experience of working in international development, sustainable development or inclusive growth</li> <li>▪ Experience of working in the heritage, arts, culture, creative or tech sectors</li> <li>▪ Fluency in languages other than English (in particular, Arabic, Mandarin, Spanish, Tagalog and Urdu amongst many others)</li> <li>▪ Experience of using statistical data (such as from the Office for National Statistics and other public sources in the analysis of policy)</li> <li>▪ Experience of using research, analysis and reporting software (e.g. MS Excel, STATA, R, tableau, Python) to analyse quantitative and qualitative data in practical terms</li> <li>▪ An abiding commitment to social justice and anti-oppressive practices</li> </ul>
<p><b>Accessible flexible working:</b></p>	<ul style="list-style-type: none"> <li>▪ This role is suitable for hybrid office-remote working (with up to 60% of total weekly hours for home/remote working) and flexible working</li> <li>▪ We are a flexible employer and would consider applications that may request certain working arrangements</li> </ul>
<p><b>Employee benefits:</b></p>	<ul style="list-style-type: none"> <li>▪ 28 days annual paid vacation (inclusive of bank holidays; pro-rated to full-time position)</li> <li>▪ Enrolment in Nordicity's defined contribution pension plan with employer contribution of 3% of your gross salary</li> <li>▪ Nordicity's discretionary UK Professional Development Fund (up to £500 annually)</li> <li>▪ Mobile phone subsidies for work use</li> <li>▪ Cycle-to-Work scheme</li> <li>▪ Access to the Bootstrap workspace community and benefits</li> <li>▪ Fizz Benefits retail cashback and vouchers</li> </ul>

**To apply for this position, please submit your cover letter and up-to-date CV to [careers@nordicity.com](mailto:careers@nordicity.com).**

Please contact us directly at [info@nordicity.com](mailto:info@nordicity.com) to arrange an alternative application format.

We regret that only those candidates selected for an interview will be contacted. If contacted, candidates may be asked to provide writing samples and/or examples of previous work.

*As an employer, Nordicity values equal opportunity and nurtures an inclusive workplace where our individual differences are not only recognised and valued, but also extend to and pervade all the services we provide. We welcome applications from people of all genders, who are LGBTQ+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, or from a less advantaged socio-economic background. Accommodations are available on request for candidates taking part in all aspects of this recruitment process.*