



Role Description

Job Title:	Project/Programme Manager	Reports to:	Technical Services Director
Department:	Technical Services	Location:	Home based
Salary:	Competitive	Term:	Permanent (full time/part time)

About Us



VIPA Digital is a specialist advisory and consulting firm supporting the design, development and operation of Digital Infrastructure for Private and Public sector clients. With a combined experience of over 70+ years, we are ideally positioned to help customers considering their solutions to business and technology problems across IT, Data Centre and Cloud environments.

Our expertise covers the management of large Data Centre portfolios, Data Centre strategies, Investments Appraisal, Energy and Sustainability studies, Operational Risk and Regulatory compliance as well as the technology infrastructure environments that operate within the Data Centre environment. A holistic view allows VIPA Digital to provide a 'connected thinking' approach to our solutions.

VIPA Digital is proud to support workstyles that encourage teams to balance their personal and professional commitments, maximising the use of technology to offer high degrees of flexibility and home working.

Role Summary

The demand for 'data centre' is growing and our customers are under pressure to flex to meet this increasing demand. They're asking us for help. This is an opportunity for you to work on a range of diverse exciting projects across the industry.

- The primary focus of the role is to provide Program/Project management support across multiple construction projects in various stages of development in the EMEA region for multiple clients.
- Whilst you may be working for a particular client you will not be alone. VIPA Digital is a tight-knit team who support each other collaboratively to deliver to the best of our abilities. Draw on the expertise of the team to exceed the client's expectations.
- Be prepared to muck-in. We're a small company so you might need to help with other things too (e.g. marketing, admin, social media, certifications, case studies etc.). It keeps work interesting!

We're growing fast and with growth comes opportunity. It's an exciting time to be part of VIPA Digital.

Responsibilities

Your work will vary depending on the client and their needs at the time. At present, our clients need you to:

- Lead a portfolio of varied, multi-disciplinary data centre projects in various stages of development including site search, design, construction, operation etc.
- Work with the client's leadership, functional teams and their end-customers
- Oversee their programme and budgets



- Adopt and implement their tools and processes to deliver to their requirements
- Work with their stakeholders and understand their requirements and points of view
- Organise and maintain their documentation
- Produce and present reports to their key stakeholders including programme, risks and financials
- Track and manage change
- Attend or host meetings
- Escalate issues and impact assessments within their organisation
- Feedback to the VIPA Digital Team opportunity for further work and ideas for relationship development

And of course, all the time maintaining VIPA Digital's brand, image and high standards of delivery and customer service.

Qualifications & Experience

Astronaut, doctor, police officer – the chances are that you didn't know you wanted to work in data centres when you were a kid. The path you've taken to get here may be winding but your experiences along the way could be more valuable than a certificate from a university.

- Bachelor's degree (or equivalent industry related experience)
- >5+ years' project/programme management experience
- Proficient in the use of Microsoft Office including Microsoft Project & Microsoft Excel

Soft Skills

You need to slot into our customers' team and work well with them straight away. So, you'll need to:

- Communicate clearly in English (other languages a benefit too)
- Be good with people, demonstrate a good bedside manner and deliver a positive customer experience
- Be highly organised, pay attention to detail and keep good notes
- Be able to self-start, work alone and collaborate with others as needed
- Be able to juggle multiple complex projects simultaneously

Beneficial Skills & Experience

- Demonstrate relevant industry experience in any of the following fields: Data Centres; Real Estate, Asset Management, Project Management, Programme Management, Electrical Engineering, Mechanical Engineering, Network/Telecoms Engineering, Power Systems Engineering
- Have completed recognised Project/Programme Management Training e.g. Prince2, AgilePM, ITIL, 6 Sigma etc.
- Ability to quickly pick-up and use new software tools
- Ability to communicate in other languages

Location

VIPA Digital doesn't have an office! We meet in person from time to time in London but meet regularly online using Zoom.us. instead. Therefore, your role will be based at home but you should be prepared to travel or work at our clients' offices or sites as required by them. A reasonable amount of international travel (typically within Europe) should be expected too.

- Ability to work at client offices if required
- Ability to meet occasionally in London, UK (Central/Surbiton) as required