

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job Title:

Resource manager

Department:

Project management

Reporting structure:

Role reports to: Project director

Team members: Project managers, account managers, business development managers, client directors

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, employing more than 65 people, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

Key responsibilities:

- : Traffic and manage the flow of work through the business using internal project management system
- : Own all resourcing matters in the business, ensuring the correct people and skill-sets are resourced against projects
- : Own the view of pipeline, resourcing, identifying where there are gaps and ensuring this is managed effectively
- : Work closely with the Strategy team to understand internal skill-sets, the output of our product and client needs
- : Work closely with the Project Managers to ensure their projects are correctly resourced during regular weekly check-ins
- : Run the weekly resource meeting, communicating all relevant information
- : Work to cost and time, accurately estimating the time required to complete work
- : Flag when external resource is needed, always endeavoring to fully utilize existing team members
- : Manage, grow and maintain our 'black book' of freelancers, establishing good, long-standing working relationships with our freelancers, demonstrating a strong understanding of their capabilities and areas of expertise
- : Negotiate costs and contract agreements with freelancers, including day-to-day liaison and obtaining all necessary internal approvals
- : Onboard freelancers on relevant project scopes, business systems, including inductions with relevant stakeholders, IT setup and closing down access
- : Monitor timesheets and ensure that all are done weekly to aid more accurate project reporting and resourcing

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- : Ensure that all time is captured correctly for freelancers

Essential skills and experience:

- : Three to five years' experience as a traffic manager in either a digital, advertising, innovation, or branding agency
- : Commercially driven
- : Ability to understand different skill-sets against project requirements
- : Experience with trafficking a fast-paced team
- : Confidence, and personability to manage conflicting project demands
- : Excellent planning and scheduling skills
- : Ability to manage and improve workflows and teams
- : Experience with project tools such as Trello, Slack, Smartsheet, Synergist
- : Enthusiastic and proactive attitude, comfortable working in a fast paced, adaptable environment
- : Highly organised and capable of managing multiple deadlines simultaneously across different time zones
- : Excellent communication skills with the ability to interpret and judge demands from both clients and internal groups
- : An eye for detail, reliable and organised
- : Professional attitude and a real pride in quality of work
- : Understanding of strategy and consultancy is preferred