



Project Manager – Catalyst Program

Location: Europe

About TM Forum:

TM Forum is the global member association for digital business. We provide a platform for hundreds of global members across a wide range of industries – communications, technology, cities and municipal government, insurance, healthcare, and so on – to collaborate and partner to co-create, prototype, deliver, and monetize innovative digital services for their billions of customers.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Working within the TM Forum Member Collaboration Community, the Catalyst Program is the TM Forum's one of a kind proof of concept program. Across two cycles per year, suppliers and systems integrators work together in a rapid development environment to create innovative solutions for critical industry operational and systems challenges defined by end users including communications and digital service providers of all kinds. A critical aspect of these Catalyst projects is that they that accelerate development of and demonstrate TM Forum's Framework suite of Best Practices and Standards. The solutions created by the Catalyst project teams culminate in live demonstrations at the numerous TM Forum Live! events.

The Catalyst Project Manager is an exciting and dynamic role where you will work with hundreds of companies and individuals every year on some of the industry's most innovative concepts. This is a role with international responsibilities and includes 4-6 trips per year including global destinations, The Catalyst program is highly visible across the TM Forum organization and with TM Forum members, so we are seeking applicants who want to make a difference and get recognized for their contribution. In this role, you will be a hands-on, action oriented player in the comprehensive execution of the Catalyst Program, ensuring that it delivers against the needs of TM Forum membership and drives the objectives of the TM Forum Strategic Plan forward. As primary key outward facing point of contact for the Catalyst Program, the Project Manager is responsible for all aspects of the end-to-end coordination of the Catalyst Program. This position resides within the Collaboration Program team and interacts with virtually all other TM Forum teams.

Specific Responsibilities:

- Define, communicate and execute the necessary steps as agreed with the Catalyst Program Manager and assist him to guarantee the Catalyst Program delivers on its respective component of the TM Forum Strategic Plan continuously driving for increased value, relevance and innovation in the proposed set of catalysts.
- Establish the high level schedule for Catalyst Program deliverables and due dates for project participants.

- Manage logistics, contracts, timelines and status reporting for the Catalyst program and individual projects within the program
- Work with and project manage the Catalyst projects to ensure the Collaboration Program process is being adhered to including any intellectual property and delivery of final assets.
- Work as part of a cross functional team to ensure that the holistic demonstration of all Catalysts is well structured, has a strong flow and is effective for multiple different audiences.
- With the Events, IT and Marketing teams, ensure space, display areas and IT requirements are collected and addressed for the Live! Events and track through execution phase.
- Provide guidance to the Catalyst project teams ensuring a successful demonstration of their concepts.
- Conduct follow-up surveys and interviews to improve the Catalyst Program experience for both the project teams involved and the furtherance of TM Forum best practices and standards.

Skill Requirements:

- Bachelor's Degree (technical degree a plus) and 3 years' experience in a technical arena.
- Individual must be fiercely collaborative.
- Work-related experience with project management, preferably certified in PM.
- Exposure to or experience with (a plus) orchestrating and supporting large scale demonstration events.
- Candidate must have the flexibility and ability to travel internationally multiple times during the year from multi-day to week long trips and the ability to adjust quickly to time zones.
- Strong analytical, interpersonal, communication and organizational skills.
- Possess the ability to think strategically and communicate effectively
- Understanding of TM Forum's Framework is a plus.
- As a global organization, the ability to work with colleagues and project teams across multiple geographic locations and cultures.
- Strong computer skills with a working knowledge of MS Office and WordPress, and the ability to status and progress in a clear and concise manner.
- The use tools to report ability to manage multiple projects of varying size and at different points in their lifecycle is critical.
- Conflict resolution and diplomatic characteristics are desirable skills.
- The ability to manage stressful situations and make rapid informed decisions in changing environments is a requirement of this position.

We offer excellent flexible benefit packages for full-time employees, that includes, healthcare plans (medical, dental & vision), company paid life insurance, long-term disability, FSA's and a very competitive 401k plan.

For immediate consideration, please email your resume to recruit@tmforum.org.
An Equal Opportunity Employer

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