Technical Project Manager
Amazon Physical Security, EMEA

Department: Physical Security (PSEC) EMEA region team. This team sits within Amazon Corporate Security
Location: UK flexible but must be able to work from an Amazon Corporate site five days per week
Employment Type: Full time, permanent. Contracted to Upstream Risk Management, permanent secondment to Amazon.
Reports to: Matrix reporting to Head of EMEA PSEC and relevant Regional PSEC manager.
Direct reports: None but holds key operational relationship with vendors
Package: salary depending on experience. Private health cover. Life assurance. Income protection insurance. Enhance pension contributions.
Start: ASAP

Job Summary

Contracted to Upstream Risk Management, you will be permanently embedded within Amazon's Physical Security (PSEC) team in EMEA. The PSEC team sits within Amazon's corporate Security directorate and owns all aspects of technical corporate security to protect people and intellectual property across Amazon estates (not including distribution or data centres).

The Technical Project Manager is responsible for turning strategy into action to deliver on Amazon Corporate Security's promise of a safe and secure work environment for all Amazonians. You will achieve this by applying your project management and technical security skills to the detail of planning, installation, integration, management, and maintenance of technical security at new and post-occupancy corporate sites.

We are looking for a team member who embodies the Amazon Leadership Principles. Exceptional customer focus is non-negotiable. Strong technical skills, project and stakeholder management are pivotal to success. The successful applicant will be able to demonstrate data-based decision making, strong understanding of cost-benefit analysis, and a track record of program optimization.

The location of this role is flexible; however, you must be within commutable distance of an Amazon Corporate site and expect five days per week in office. International travel of around 25%, including at short notice, should be expected.

Key responsibilities Include:

- End-to-end project management (multiple concurrent projects). Collaborating with partners, internal customers, and vendors to analyse needs, plan and implement the installation, integration, and optimisation of technical security aspects at sites.
- Establish, monitor, and report on project budgets, timelines and KPIs.
- Identify data/reporting requirements, integrate data sets, and configure and run reports to track work priorities, issues, results, and meaningful trends. Establish self-service reporting and guidance for customers where possible
- Support Monthly and Quarterly Business Report preparation and presentations
- Manage supplier/vendor relationships to ensure third party inputs are delivered to standard, on time and budget
- Drive continuous improvement by evaluating all aspects of the project cycle, making recommendations for, and implementing new initiatives for optimising customer experience.

– Collaborate with other technical project managers within EMEA and globally to share best practice and manage technical issues proactively

About You

Knowledge and Experience

– Thorough technical knowledge and hands on experience of enterprise-level security systems (essential)
– Min 5 years' experience in a fast-moving corporate environment or equivalent (essential)
– Experience in end-to-end project management (essential)
– Experience working with diverse and senior stakeholders (highly desirable)
– Writing security standards and procedures (highly desirable)

Skills

– End-to-end project management
– Stakeholder management
– Budgeting and cost benefit analysis
– Communication across borders and cultures (written and verbal, presentation, and interpersonal skills)
– Data analysis and problem solving
– Strong proficiency in the MS Office suite, Lenel and other key security systems

Behaviours

– Demonstrable affinity with Amazon leadership principles
– Attention to detail
– Action-oriented completer-finisher
– Self-starter and comfortable working independently
– A team player: closely working with others on projects while taking ownership to deliver result
– Resilience and resourcefulness
– Flexible on working hours and travel

Education/Qualifications

– Vocational qualifications e.g. CPP, PSP, CISSP, PMP, or equivalent industry experience (essential)
– Relevant system certifications (highly desirable)
– Project management qualification (highly desirable)

Applicants must have the automatic right to live and work in the UK. Shortlisted application will be asked to complete an assignment. The successful candidate will be subject to a reference and background checks.

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