

Resource Manager

The Role

At Momentum we create value for our clients by delivering market leading expertise and specialist consulting, insight and creative services. As such having the right talent on the right project and task is often the critical factor in delighting the client and driving real results. We need to balance the often fluid and fast paced nature of our work, with the need to provide expert knowledge to clients.

The Resource Manager will play an important role in the smooth delivery and running of agency projects. You'll need to be quick thinking, a problem solver and above all else, a strong communicator in this fast moving, agile environment where changes to projects are frequent. You'll work closely with the Resource Director on talent planning and project resourcing.

Responsibilities

- **Resource tracking** - working closely with the Resource Director, Production Manager and Programme Managers in overseeing the agency resource planning platform, Mavenlink, by:
 - Matching client/project work to the most suitable and available team members
 - Mavenlink Master Planner daily updates and comms
 - championing Mavenlink best practice to the wider team
 - On-board new starters with resourcing process and best practice
 - Communicate regularly with Programme Leads on project changes, ensuring these changes have been reflected in Mavenlink
 - Help Programme leads managed project budgets by identifying the cost implications of switching project resource

KPI's

- Faster client delivery through more efficient time/project tracking in Mavenlink
- Enhanced employee satisfaction through personable and well-managed onboarding process
- Cost savings through operational efficiencies

Benefits

- 25 days holiday plus 8 public holidays
- 3 bonus days off at Christmas
- Company bonus scheme
- Group Life Assurance
- Healthcare cash plan
- Income Protection
- Financial Advisor access
- Online learning (LinkedIn) platform

- Personal training budget for your development
- Remote working (your choice) and flexible hours
- Incredible culture club, regular socials and a dedicated ESG committee
- "Pimp My Home Office" budget of which is yours to keep
- Big focus on professional development and progression via quarterly reviews
- CoE (internal training programme, "Centre of Excellence")
- Annual salary review