



CAREERS AT KM SYSTEMS GROUP

Position Title: **Business Performance Improvement Lead Consultant**

Position Summary: Individual will apply knowledge of business process improvement and change management skills to facilitate discussions, identify obstacles and help guide teams in solution development and execution. Develops and grows relationships with clients and strategic partners in order to assist them in their transformational initiatives. Works with client management to apply standard methodology to assess current capabilities, develop gap analysis, design future state, create and execute implementation plans.

Location: Washington, DC area (Some travel required)

Responsibilities: Individual will develop program management items such as Project and Program Plans, Work Breakdown Structures, Project and Program Schedules, Baseline Plans, Control Account Plans, and Analysis Reports. Responsibilities also include development of monthly program reporting for Program Management, Agency Executives, and Office of Management and Budget (OMB). Participation in meetings to provide program updates as it relates to Program cost and schedule variances will also be required.

- Identify under and low performing processes; recommend and deploy business process solutions
- Create Business Cases, Project Charters, Change Management Plans, Risk Mitigation Plans, Stakeholder Analyses, Gap analyses, Implementation Plans
- Partner with clients for planning, analysis, design, and construction of process and information system improvements across major sectors of the enterprise
- Incorporate data submissions into a variety of sources including Control Account Plans, Baseline Change Requests, monthly Schedule Updates, Actual Costs, Estimates at Completion, and Variance Analysis Reports
- Provide input for the Capital Asset Plan for investment consideration
- Conduct analysis, and develop analytic reports on Capital Investments
- Work with internal client staff, other analysts, external contractor support, and management to evaluate current data and process improvements
- Assist in the development of program plans, progress reports, proposals, presentations, and associated documents
- Complete project deliverables on time at highest level of quality
- Implement new IT infrastructure and web development projects
- Manage the standard operating procedures and perform other job-related responsibilities as assigned

Education Bachelor's Degree in Business, Engineering, Economics, Finance, or related disciplines. Master's degree preferred.

Knowledge and Skills:

- Ten years experience of which a minimum of three years must be specialized.
- *Specialized experience may include: (a) facilitation of business process

re-engineering and/or change management activities, (b) conducting interviews and organizing focus groups, (c) providing additional forms of knowledge transfer, (d) facilitation of change management across all phases including methodology development and evaluation, training, identifying best practices, readiness assessment, change obstacle identification or business management techniques; or (e) gathering business process material and documenting activities.

- Excellent analytical skills
- Familiarity with standard project and program software packages
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills
- Ability to employ problem solving techniques to unique situations
- Ability to use information technology to solve business problems
- Ability to effectively prioritize and execute tasks

Salary and Benefits:

KM Systems Group offers very competitive salaries and incentive compensation through performance bonuses and profit sharing. The company provides a 401(k) match saving plan, telework opportunities and medical/dental plans.

About KM Systems Group

KM Systems Group provides a friendly and supportive culture that provides opportunities to interface with clients and develop valuable management and technical skills. We provide an environment to support your career objectives and professional growth while maintaining a balance between your professional life and personal life.

KM Systems Group is a premiere strategy and technology consulting firm offering business performance improvement, earned value management and program management expertise to the private and public sector. We have developed a comprehensive toolset of standardized methodologies, industry best practices and process templates that dramatically accelerates client service delivery and, consequently, the speed to value for our clients. We approach each engagement using a common, proven platform for planning, managing and delivering to ensure our clients benefit not only from the deep experience of our team, but the latest project management disciplines and technology tools. Visit us at www.kmsystemsgroup.com.

Contact: careers@kmsystemsgroup.com