



Position Description

Human Edge Consulting is a boutique consulting firm that helps leaders translate strategy into sustained performance in complex, high-risk environments. We partner with organizations across industries such as chemicals, manufacturing, mining, utilities, and energy to strengthen culture, capability, and execution where reliability and risk control matter most. Our work integrates applied behavioral science, organizational design, and practical operational experience to deliver solutions that are credible with executives, usable by the workforce, and grounded in real work. We engage experienced independent consultants who bring discipline, judgment, and professionalism to client challenges that cannot be solved with theory alone.

At **Human Edge Consulting**, we seek experienced, independent partners who bring sound judgment, credibility with senior leaders, and the ability to operate effectively in complex, high-risk environments. Our partners are practical, disciplined professionals who translate insight into action, work comfortably alongside executives and frontline teams, and take ownership for delivering high-quality outcomes. We value individuals who balance rigor with pragmatism, collaborate well in multi-workstream engagements, and uphold the standards of trust, professionalism, and accountability that our clients expect.

Role

Contract Project Manager

(Independent Contractor – 1099)

Organization

Human Edge Consulting

Position Type

Independent Contractor (1099)

This position does not constitute employment.

Role Purpose

The Contract Project Manager partners with Human Edge Consulting to plan, coordinate, and manage complex consulting engagements, ensuring disciplined execution, stakeholder alignment, and delivery against defined scope, timeline, and quality



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expectations. Project Managers are engaged for their ability to bring structure, transparency, and momentum to multi-workstream initiatives in complex, high-risk organizational environments.

Scope of Services

Contract Project Managers may be engaged to support one or more of the following activities, based on client and project needs:

- End-to-end project planning and delivery management
- Coordination of multi-workstream consulting engagements
- Development and maintenance of project plans, schedules, and milestones
- Stakeholder coordination and communication management
- Risk, issue, and dependency tracking and resolution support
- Progress tracking, status reporting, and governance support
- Change control, scope management, and delivery assurance
- Support for client-facing workshops, reviews, and milestones
- Specific scope, deliverables, timelines, and fees will be defined in a Statement of Work (SOW), Independent Contractor Agreement, or written engagement addendum.

Key Responsibilities

- Partner with Human Edge engagement leads and consultants to plan and mobilize projects
- Develop and maintain project plans, timelines, and workstream coordination tools
- Track progress against scope, schedule, and key deliverables
- Facilitate coordination across consultants, SMEs, and client stakeholders
- Identify, document, and escalate risks, issues, and dependencies
- Support governance cadence, including status updates and steering touchpoints
- Ensure clarity of roles, responsibilities, and deliverable ownership
- Maintain accurate project documentation and version control
- Protect confidential client and firm information
- Represent Human Edge Consulting with professionalism and delivery discipline

Required Qualifications



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- Demonstrated experience in project management within consulting or professional services environments
- Strong organizational, planning, and coordination skills
- Experience managing multi-stakeholder, multi-workstream initiatives
- Ability to operate effectively in complex, fast-moving environments
- Strong written and verbal communication skills
- Ability to manage multiple priorities and timelines independently

Preferred Qualifications (Role-Dependent)

- Experience supporting organizational change, capability development, or transformation initiatives
- Familiarity with PMO models, governance frameworks, and delivery standards
- Experience working in high-risk or operationally complex industries
- Proficiency with common project management tools (e.g., MS Project, Smartsheet, Monday.com, Excel, PowerPoint)
- Experience supporting senior leaders or executive-level stakeholders

Independent Contractor Status

Contract Project Managers:

- Operate as independent contractors and determine how services are performed
- Provide their own project management methods, tools, and professional judgment
- Are responsible for all applicable taxes, insurance, and business expenses
- Are not eligible for employee wages, benefits, or guaranteed hours
- May provide services to other organizations, subject to conflict-of-interest and confidentiality standards

Compliance & Confidentiality Requirements

- All Contract Project Managers must:
- Comply with Human Edge Consulting confidentiality, data-protection, and intellectual-property requirements
- Adhere to applicable laws, regulations, and client policies
- Execute confidentiality and IP agreements as required



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- Maintain professional and ethical standards consistent with consulting engagements

Engagement & Scheduling

- Engagements are project-based and scheduled by mutual agreement
- No minimum hours or guaranteed volume of work
- Work is primarily remote, with client or on-site engagement as required by project scope

Agreement Acknowledgment

Engagement in this role is contingent upon execution of an Independent Contractor Agreement, acceptance of applicable Statements of Work, completion of required compliance documentation (including IRS Form W-9), and approval by Human Edge Consulting leadership.