

ROLE PROFILE

Job Title: Digital Project Manager

Location: Resources, Southern Support Center

RESPONSIBLE FOR:

The Digital Project Manager plays a key role within the project delivery processes at the RSPCA. As a Digital PM, you will deliver complex projects using the RSPCA's Project Management Framework, successfully delivering the benefits and outputs of those projects to deliver business change across the organisation.

You will be managing and creating proactive, enthusiastic and delivery oriented project teams within a matrix reporting structure. You will be expected to actively build & sustain key stakeholder relationships, take ownership of project delivery and assess business satisfaction with delivered results.

You will control and report on program / project deliverables, progress against milestones, budget, resources, risks & issues in accordance with project governance framework already in place and seek to continuously work towards delivery excellence.

KEY OBJECTIVES:

- Lead the management of strategic projects working within a Waterfall / Prince / Agile methodology to deliver agreed benefits ● Responsible for program / project delivery, where the portfolio requires, of multi-threaded, large scale deliveries. Ensuring program / project is delivered, within the defined governance process, with control and to the expectations of key stakeholders.
- Be a role model to help ensure appropriate functional governance is followed and instil strong disciplines within matrix teams. ● Lead one or multiple projects concurrently, allocating tasks to assigned resources in order to ensure that all projects meet agreed quality, cost and timescale parameters to realise benefits that align with the project sponsors expectations. ● Control all aspects of the program / project from inception to implementation. Monitor and report on progress through all stages of delivery, from definition to transition to live operations.
- Ensure project documentation aligns to standards set out by the Head of Project Portfolio Management. ● Manage expectations of key stakeholders throughout the life cycle of programs / projects.
- Establish and attend project boards to report on program / project progress, finances, risks and issues to stakeholders and agree owners and actions for all risks to ensure successful delivery.
- Create and maintain a well-structured, professional project environment for your project teams where each member fully understands their role and responsibilities within the program / project and is encouraged to deliver great results. ● Provide strong

leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

- Motivate and develop team members through strong leadership and example, identifying and agreeing training and development needs as required.
- Provide senior management with fully impacted solution options to complex project issues in order to drive timely decision-making.
- Manage the successful delivery of projects on time, to budget and of the right quality using in line with the standard project management methodology, taking responsibility for regularly reports to the project board.
- Proactively identify and manage project risks; and monitor and drive the resolution of issues
- Manage cross project dependencies to mitigate risk to the Society.
- Maintain control of the Project scope through an effective change control process, consulting with key stakeholders as necessary.
- Effectively manage and control individual or multiple project budgets and expenditure forecasts, taking accountability for resources allocated and provide regular updates.
- Work with the Procurement function to manage and deliver the tendering and formal procurement process on your assigned projects.

Person Specification

Criteria	Essential	Desirable
<p>Educational qualifications</p> <p>Professional/Technical Qualifications</p>	<ul style="list-style-type: none"> ● Degree level or equivalent professional experience ● Certification in an industry standard project management methodology 	<ul style="list-style-type: none"> ● Degree level in related discipline ● Certified as a practitioner in PRINCE2 ● Certified in an industry standard testing methodology ● Certified in requirements analysis ● ITIL qualification

<p>Experience & Job Knowledge</p>	<ul style="list-style-type: none"> ● Proven successful delivery of complex enterprise wide change management projects ● Experience of running projects for multiple business functions <ul style="list-style-type: none"> ● Extensive experience of stakeholder management, identifying, addressing and resolving differences between individuals and/or interest groups ● Proven experience leading a project team through matrix management ● Experience of using project management tools to manage development activity ● Extensive experience creating Gantt charts, including resource leveling, dependency chains and critical paths ● Experience in controlling, reconciling and reporting on projects ● Knowledge of both Agile and waterfall methodologies ● Experience of analysing complex data to produce useful management information ● Experience of using work packages <ul style="list-style-type: none"> ● Considerable experience of working and communicating at a strategic level with key stakeholders in order to build successful relationships and navigate top level politics, with evidence of managing by influence to 	<ul style="list-style-type: none"> ● Experience/exposure to AGILE Scrum teams and demonstrating an understanding of the AGILE principles. ● Experience managing enterprise change projects in a charity
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	<p>achieve successful outcomes to complex business problems and proven experience of ensuring that projects remain viable and aligned to scope and strategy.</p>	
<p>Skills & Competencies</p>	<ul style="list-style-type: none"> ● Demonstrable ability to create project documents ● Proven ability to implement and follow control procedures ● Proven presentation skills ● Good documentation skills ● Proven problem solving capabilities ● Proven ability to communicate with resources at all levels ● Ability to build trust and respect in others ● Ability to elicit comprehensive and accurate requirements ● Ability to make sense of complex situations, rapidly prioritise issues and provide conscious outputs ● An analytical yet pragmatic approach to problem solving ● Proven ability to communicate with business resources (from differing business functions) at their own level 	<ul style="list-style-type: none"> ● Extensive ability to use Google to create and edit documents, spreadsheets, emails, project plans and presentations ● Valid driving license

<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Demonstrably positive and tenacious approach to problem solving ● Ability to quickly absorb and understand a new concepts ● Ability to think of creative solutions to business issues ● Collaborative approach to project management ● Ability to establish and maintain relationships with senior management ● Ability to adapt quickly to a new environment / situation ● Ability to quickly gain credibility with a new 	
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<p>Special Circumstances (if any)</p>	<p>audience</p> <ul style="list-style-type: none"> ● Process driven, autonomous and an organised completer/finisher ● Dynamic personality, capable of engaging a wide audience during facilitated sessions ● Excellent and articulate oral and written communication; must be able to adapt the style for varied audiences ● Self-starter with a 'can do' attitude who defines and leads not follows or stops at blockers ● Must work to a high degree of accuracy with very good attention to detail ● Ability to cope under pressure ● Collaborates well ● Team player, and able to work on own initiative <ul style="list-style-type: none"> ● The role will involve infrequent travel and overnight stays 	
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