

Job Title – Digital Project Manager (12 months contract)**Job ID – 192****Division – Hyperion****Location – London****Role Definition**

To provide Project Management for a Digital Transformation initiative, working as the driving force – planning, managing and executing, initially for one key strategic project. Well versed in Agile delivery, the PM will have an influential role in liaising with the stakeholders, suppliers, and inhouse project team.

Key Responsibilities / Accountabilities

Stakeholder Management

- Building strong relationships with all parties (internal stakeholders, project team, third parties)
- Day-to-day ownership of stakeholder relationships and liaison
- Facilitation and issue resolution
- Planning, managing and running workshops, interviews and other sessions to maintain project momentum and direction
- Defining project plans, scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Use appropriate verification techniques to manage changes in project scope, schedule and costs in a timely fashion
- Performing risk management to minimize project risks
- Managing scope change and requirements changes during implementation
- Measuring project performance using appropriate systems, tools and techniques
- Managing the PM interface with third parties and internal teams
- Create and maintain comprehensive project documentation

Project Delivery

- Act as Scrum Master, working closely with third party Project Manager
- Execution and maintenance of project plan and scope
- Logging and management of project risks and issues
- Management of project timings, budget, quality and reporting
- Managing change control and change impact
- Co-ordinating with Programme Management
- Owning project documentation such as PIDs, business cases and KPIs
- Create and maintain management information for senior management
- Lead an agile delivery team and interface with in-house developers and third party suppliers

Skills and abilities needed to perform role

- Skilled at delivering successful projects in a complex stakeholder environment
- Running workshops and managing discussions with confidence and leadership to influence senior stakeholders
- Influential leader to energise the delivery team and maintain momentum
- Admin level abilities in Agile tooling such as Atlassian Jira/Confluence or Trello etc.

- Organised, proficient and thorough
- Excellent written and verbal skills

Knowledge and Experience

- Experience in delivering Digital Transformation projects
- Proven experience of working as a PM or similar throughout the whole lifecycle of projects from start up to benefits realisation
- Extensive experience of delivering in an Agile project environment
- Experience of managing stakeholders at Director and CxO level
- Experience working with Drupal is desirable

Professional Qualifications

- G PRINCEII, Agile qualifications
- Technically relevant qualifications e.g. CLAIT, Word processing etc. desirable

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