

Job Title	Project Manager
Team	Digital Transformation
Reporting to	Digital Transformation Programme Manager
Responsible for	Project Team (mix of direct and matrix management)
Job purpose	Delivery of Digital Transformation Projects
Key responsibilities	<ul style="list-style-type: none"> • Provide regular project plans, forecasting and reporting on resources, budget, deliverables and risk to board and project sponsor • Ensure successful delivery and implementation of the project(s) • Responsible for leadership of the project team and assigning tasks • Manage a project supplier and work closely with other integrated system suppliers • Create and maintain a resource schedule to manage resources to enable project delivery based on a project RACI matrix. • Provide regular reporting on project progress, (e.g. Highlight, Board, RAID Reports) to the project sponsor, programme manager and project board. • Provide clear information and communication about the project to all stakeholders and regular updates for SME's. • Responsible for ensuring project deliverables meet requirements, through having a robust project test strategy, plan and documenting all decisions. • Manage the co-ordination of external and internal stakeholders to ensure alignment of all project related activities. • Manage project changes via change or exception reports and maintain a change log. • Manage retrospectives and lessons learned activities.
Date	16/09/25

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Formal project management qualification(s) • Experience in implementing cloud based systems • Experience delivering Microsoft business applications such as CRM or Business Central • Experience of supplier management 	<ul style="list-style-type: none"> • Experience of working in a professional body, ideally with both regulatory and member services obligations. • Educated to a degree level in IT or similar discipline • Qualifications in related areas, such as Lean, risk or supplier management, ITIL.
Work experience	<ul style="list-style-type: none"> • 5+ years as a project manager delivering IT or digital projects 	<ul style="list-style-type: none"> •
Knowledge & skills	<ul style="list-style-type: none"> • Excellent project and time management skills • Strong communication skills, ability to communicate IT based information to all levels within the organisation and active listening • Strong negotiation and supplier management skills • Ability to prioritise team workload and complete tasks to deadlines • Excellent problem solving skills • Strong interpersonal skills including ability to ensure continued SME engagement 	<ul style="list-style-type: none"> •
Competencies & values	<ul style="list-style-type: none"> • Proven ability to influence, guide and make key business decisions • Attention to detail • Ability to work under pressure • Ability to work collaboratively • Experienced in working within organisations that share and 	<ul style="list-style-type: none"> •

	•	reflect the Society's values of Respect, Openness, Progress, Integrity and Inclusion	
Other	•		•