

JOB DESCRIPTION

Project Manager – Digital Futures



March 2019

Department: Company
Location: Weaving Shed, Selkirk
Responsible to: Chief Executive

Job Purpose

Responsible for driving forward Eildon's Digital Strategy; an ambitious and comprehensive programme of digital transformation to ensure that Eildon can manage a period of substantial growth, which will enable the Association to continue to respond to changing customer requirements, empower staff to fully utilise new technologies, and deliver effective and efficient business processes.

Main Responsibilities

Work with our senior leadership team to drive the following programme of activity forward:

1. Organisation wide adoption of Office 365.
2. Migration of on-premise document management to cloud-based SharePoint environment.
3. Development of more effective mobile working practices for field-based staff.
4. Improved utilisation of existing/legacy-based systems, with clear management of supplier relationships.
5. Development of on-line interactive services for our customers.

The Project Manager will be responsible for setting out the inter-dependencies of these work strands and will report directly to the senior management team on these matters.

Staffing resources will be made available in the form of project teams to help deliver this programme, with the Project Manager setting out the overall approach, milestones and detailed reporting.

Institute a clear framework for the organisation to progress Eildon's digital programme. This will include, producing and maintaining project management documentation including brief initiation plans, change registers and status reports.

Working across multiple teams and leading workshops, meetings and the co-production of clear action plans which are then rigorously monitored.

Management of a budget and schedule multiple project component parts.

The post holder will have no direct line management responsibilities.

PERSON SPECIFICATION

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This Person Specification describes the ideal person to fill the job and is a profile of the qualifications, knowledge, skills, abilities and competencies that will be looked for in the recruitment and selection process. It lists a series of attributes: "essential" and "desirable", for an individual to possess in order to do the job.

	Essential / Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Graduate or equivalent to SCQF level 8 	Essential
Experience	
<ul style="list-style-type: none"> 3 years delivering complex, multi-disciplinary project management programmes 	Essential
Knowledge	
<ul style="list-style-type: none"> Professional knowledge of best practice project management techniques 	Essential
<ul style="list-style-type: none"> Familiarity with the European Foundation for Quality Management (EFQM) and the RADAR model 	Desirable
Skills/Abilities	
<ul style="list-style-type: none"> Staff engagement 	Essential
<ul style="list-style-type: none"> Highly developed organisational and influencing skills 	Essential
<ul style="list-style-type: none"> Sophisticated contractor relationship management skills 	Essential
<ul style="list-style-type: none"> Highly organised and ability to work to clear deadlines 	Essential
<ul style="list-style-type: none"> Ability to build relationships across teams 	Essential
Personal Attributes	
<ul style="list-style-type: none"> Focus on innovation 	Essential
<ul style="list-style-type: none"> Calm and authoritative 	Essential

CONDITIONS OF SERVICE

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This post is a fixed-term appointment for two years, with the possibility of extension

SALARY

The salary for this post is £46,000 per annum.

PROBATIONARY PERIOD

This post requires the satisfactory completion of a six-month probationary period.

METHOD OF PAYMENT

Monthly on the last Thursday of each month direct to employee's bank or building society account.

ALLOWANCES

Business Mileage Rates, currently 45p per mile, are payable for staff using their own vehicle on Association business. This post is classed as an essential car user therefore the postholder's own vehicle must be insured for business purposes.

PENSION

All employees are normally eligible to join the Scottish Housing Association's Pension Scheme Defined Contribution.

HOURS OF WORK

35 hours per week. Normal office hours are 9am to 5pm Monday to Friday. Due to the nature of our work a flexible approach to working hours and routines is required.

LEAVE

The leave year runs from 1 April to 31 March. The leave entitlement for this post is 41 days (this includes public holidays).

SICKNESS ALLOWANCE

All permanent employees will be entitled to sickness allowance as follows:

Service	Entitlement	
	Full pay	Half pay
up to six months	one week	nil
six months to one year	up to five weeks	up to five weeks
one – two years	up to nine weeks	up to nine weeks
> two years	up to 13 weeks	up to 13 weeks

NOTICE PERIOD

By Eildon: Two calendar months, subject to statutory minimum

By Employee: Two calendar months

OUTSIDE WORK

Outside work will normally be permissible subject to that work involving no conflict of interest with the individual's job at Eildon and that no other work does not affect the performance of their duties with Eildon.

INTERVIEW EXPENSES

Where applicants are required to travel to attend interview Eildon will reimburse reasonable travel and subsistence expenses incurred. All expense claims other than car mileage must be supported by receipts. No expenses will be paid where an applicant withdraws or refuses an offer of employment.