

Digital Project Manager

Role purpose	<ul style="list-style-type: none"> › Plan, execute and deliver digital projects, on time, in budget, and over and above client expectations. › Liaise with client contacts to define project objectives, resource planning, manage external parties, and ensure that digital deliverables are functioning to their specifications.
Location	Hybrid working (Bristol)
Salary band	£28k to £38k per annum dependent on experience
People/staff responsibilities	Reports to the Programme Director
Key Accountabilities	<ul style="list-style-type: none"> › Understand your clients' aims, business and market, to help deliver commercial solutions. › Work with account managers and clients to define project requirements, schedules and budget. › Create detailed and accurate contact reports, estimates, timing and project plans, revising when appropriate to meet changing needs and requirements. › Manage the day-to-day operational aspects of a project, ensuring all stakeholders understand their tasks, and delivery is on time and in budget. › Run and facilitate efficient stand ups and status meetings, with project teams and clients, applying effective decision making, and conflict resolution. › Follow quality assurance procedures and identifying and addressing any risks to projects. › Ensure documentation is current/complete and stored appropriately. › Manage the content migration process. › Co-ordinate the testing plan/QA/user acceptance procedure. › Ensure confidentiality when dealing with client and company information. › Communicate and be focused on pre-emptive problem solving as well as in managing the expectations of the client at all times. › Escalate any project-related issues and opportunities to the Programme Director, or Technical Director, in a timely fashion.
Skills and experience	<ul style="list-style-type: none"> › Minimum 2-3 years' experience of planning, executing, and delivering complex technical projects in an agency environment. › Solid understanding of project management methodology including the ability to identify and resolve issues, manage risk, develop detailed work plans and specifications, manage resources and scheduling, and run team meetings. › General understanding of the principles and processes involved in web development, web-based application programming, database, and system design (this is not a PM role for managing website builds - it's about the entire system, CRM, design, functionality). › Knowledge of internet, intranet, extranet, and client/server architectures.

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	<ul style="list-style-type: none">› Good working knowledge of content management systems/CMS, ideally Drupal.› Some exposure to web-based, data-driven applications such as print on demand.› Experience of working within Agile and Waterfall project management methodologies.
Person specification	<ul style="list-style-type: none">› Excellent interpersonal, written, and verbal communication skills.› Ability to present complex subjects in understandable terms internally and externally.› A hands-on and positive approach to problem-solving.› Ability to prioritise your own and others workload.› A team player, contributing to best practice and sharing knowledge, resources and ideas, but comfortable working alone when required.› Practical and level-headed with the ability to manage multiple projects at once and to react quickly when needed.› Keen to progress and develop.