

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

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|----------------------|-------------------------------------------------|------------------------|--------------------------------------------------------------|
| Job title | Project Manager - Data & Systems Transformation | Location | Flexible (with regular travel to London and/or Chesterfield) |
| Contract type | Full-time, 35 hours per week | Contract length | Fixed Term - 12 months |
| Date | June 2022 | | |

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

At Versus Arthritis, we have made a commitment to invest in Data and Systems improvements over the next three years to enable us to do more, more effectively, to positively impact on the lives of people with arthritis across the UK. Our recent Strategic Review identified six priority areas in the charity's infrastructure that need addressing for us to be a cost efficient, effective and well-managed charity: Finance, HR, Data, Customer Relationship Management, Performance and Strategic Planning.

The Data & Systems Transformation Programme has been established to address the challenges surrounding our six identified priority areas. It will deliver identified benefits and value for the charity, including a roadmap to becoming more efficient and effective. The programme is more than just systems; there is a fundamental need for business change, active engagement with and from stakeholders and users across all Directorates that will help us transition to a new way of working.

Taking an architecture led and integrated approach to our Data and Systems Transformation will help us establish an end-to-end view of our processes, data, applications and infrastructure, to create a connected enterprise for the charity. Not all priority areas will require the same type of

change; some will need a re-implementation or a refresh of IT, whilst others will require more detailed work.

This is an exciting opportunity for a Project Manager to manage a high-profile, strategically important project, within our Data and Systems Transformation Programme, focusing on the successful delivery of new finance and HR data, systems and processes. This post-holder will lead the successful delivery of the target Finance and HR capabilities and ensure that this contributes to our vision of becoming a more connected operation so that we are set up to deliver better services for people with arthritis.

Main purpose of the role

This fixed term role managing the Finance and HR Project within the Data and Systems Transformation Programme will report into our Portfolio Office within the Improvement & Impact team of the Finance & Corporate Resources Directorate.

The post holder will be responsible for managing the successful delivery of this project in accordance with our established organisational project processes and using our common tools and templates to ensure the project is delivered on time, to budget and to the required standard. They will manage the project from inception through delivery to closure and evaluate the benefits realised, working closely with the Programme Manager throughout to ensure alignment with the overall strategic goal. As this is a large-scale change project with stakeholders at all levels of the organisation, stakeholder engagement will be vital to support design, build and delivery to meet the user needs.

Management and key relationships

Roles managed

None

The post holder may oversee the work of Project Officers on individual pieces of work.

Reports to

Senior Project Manager

Key Relationships

- Senior Project Manager.
- Senior Portfolio Manager.
- Data and Systems Transformation Programme Sponsor, Manager, Business Analyst and Officer.
- Colleagues across the Portfolio Office.
- Organisational Leadership Team.

- Business area managers and Heads of department.
- External partners and agencies.

Main Responsibilities and Duties

- 1 Develop, resource and implement the delivery of the Finance and HR Transformation Project within the Data & Systems Transformation Programme.
- 2 Effectively work with stakeholders and governance/reporting arrangements.
- 3 Exhibit and promote excellence in project management and collaborative work.
- 4 Ensure effective financial planning and control for projects.
- 5 Deliver against organisational and project specific objectives, achieving quality outcomes, prioritising and managing workload whilst working to tight deadlines.
- 6 Ensure that any data used is fit for purpose. When processing data, ensure that it is of high quality and that any personal data is used in compliance with GDPR requirements. Where any faulty data is observed, it is highlighted in accordance with the relevant policy.

Criminal Record Check

Requirement This role DOES NOT require a Criminal Record check

Person specification

Knowledge, skills and experience: key requirements

| Requirement | Evaluation Stage |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1 Demonstrable experience and knowledge of successfully initiating, planning, executing, closing and reviewing benefits of large, complex and long-term projects in a project management role. | Application |

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|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 2 | Experience of, and ability to, work in partnership with stakeholders at all levels; demonstrating strong skills in constructive challenge, facilitation, collaboration, networking and influencing. | Application/ Interview |
| 3 | Strong analytical skills with the ability to recognise and articulate problems and develop creative and innovative solutions and recommendations. | Application/ Interview |
| 4 | Experience of project governance arrangements and strong reporting skills. | Application/ Interview |
| 5 | Highly effective listening, verbal and written communication skills with excellent attention to detail. | Interview |
| 6 | Strong organisational and planning skills, ability to set and deliver to deadlines, and independently manage workload that includes multiple concurrent priorities. | Interview |
| 7 | Advanced MS Office skills including experience of MS Project. | Application/ Interview |
| 8 | Strong commitment to high standards of service delivery and customer care. | Interview |

Desirable requirements

| Requirement | Evaluation Stage | |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1 | An interest in improving the lives of people with arthritis and the willingness to gain knowledge of arthritis and musculoskeletal conditions. | Application/ Interview |
| 2 | Working knowledge of theories of change and/or other strategic tools to enable identification of outcomes and activities. | Application/ Interview |
| 3 | Prince2 practitioner level, or equivalent. | Application |
| 4 | Experience delivering Finance and HR systems implementation projects within a programme environment. | Application/ Interview |

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.