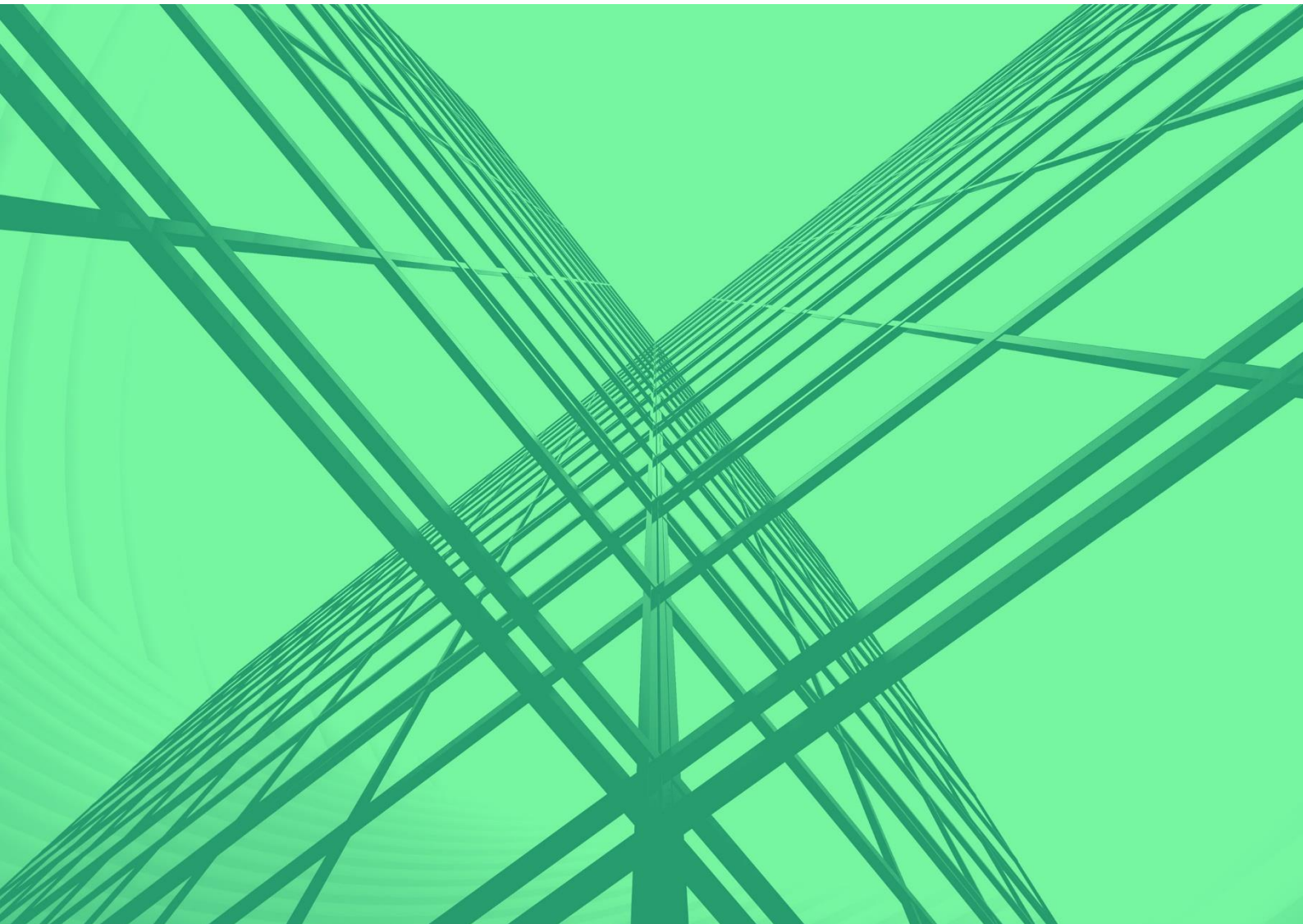


Project Manager FTC

CANDIDATE PACK

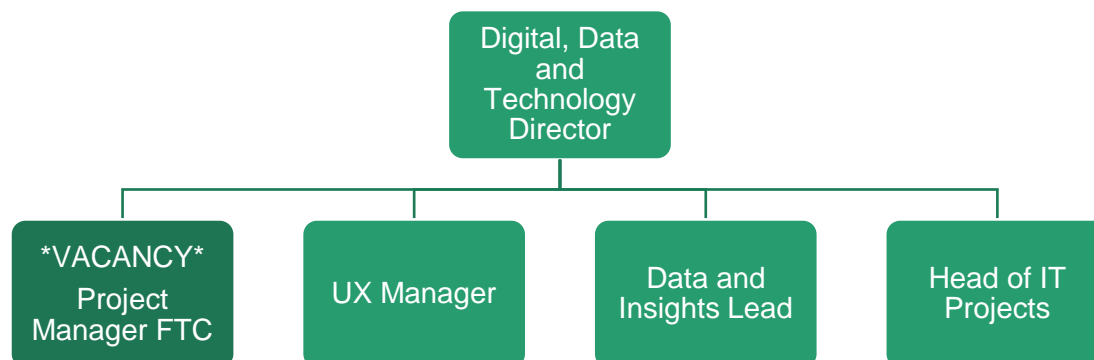
Full Time

35 hours per week



The Digital and Data Team

Our Digital, Data & Technology department are a team of 8 that report into the Digital, Data and Technology Director, with two teams of Digital and Data Transformation and IT Operations.



The Digital, Data and Technology department strive to move the Institution's digital transformation programme forward and change the way we service the membership and internal users, permitting greater freedom for engagement through world class online access. The programme of change enables the Institution to be progressive and innovative, with an ambition to grow our international audiences, gain maximum insight from members' data, and become increase member engagement.

As the Project Manager, your expert contribution will result in the successful end to end delivery of a portfolio of new web and technical projects. You will be instrumental in addressing the key challenges we face; helping the Institution design and develop high profile, business critical projects involving complex requirements, sensitive data, and systems integration.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 74 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit into our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-7

Salary and package details page 8

How to apply page 9

More about us :

Our organisation, governance and values page 10-11

Organisational Structure page 12

Job description and person specification

1. Job details

Job title:	Project Manager (6 months fixed-term contract)
Reports to:	Digital, Data & Technology Director
Responsible for:	No direct reports
Date:	July 2024
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

Manage the successful delivery of a portfolio of projects, as prioritised in the Digital Transformation strategy, spanning across web, technology, CRM, UX and data projects.

Proactively manage and facilitate the end-to-end execution of high profile, business critical and complex projects involving large volumes of sensitive data and systems integration.

Support project team members and project teams, both in-house and external, to achieve required tasks on time and to the required standard.

Work closely with project owners and sponsors to manage the governance process, keep stakeholders informed, and manage all required documentation and communications.

Manage and monitor budget, deadlines, progress, risks, and changes in projects.

3. Role and responsibilities

Business Transformation

- Be a key member of the Digital Transformation department and consistently support the vision and ambition of the strategic programme of change.
- Work with the Digital Team to implement solutions that will secure the longevity of the chosen platforms, the digitisation and enhancement of services available to all members, and the reduction of operational inefficiencies.
- Support the build of a safe, cost-effective, flexible infrastructure that adapts to the needs of future members and users.
- Embed best practices in project management across the organisation, including training for staff where appropriate.

- Support business analysis initiatives, when required, to ensure new software delivery matches the Institution's requirements.
- Manage the implementation of communications and training plans when required by the programme. In particular, ensure users are confident in using key systems and that organisational business processes are correctly followed.
- Ensure that the delivered solutions meet the defined quality standards and comply with relevant regulations. Collaborate with QA teams to establish and maintain effective testing processes.

Project Management & reporting

- Overview and proactively manage a portfolio of projects in a phased and flexible way to incorporate changes, new releases, updates, and enhancements, collaborating with developers, consultants, agencies and internal stakeholders.
- Initiate, plan, document and monitor these projects and associated workstreams, ensuring they are on track and within budget, identifying actions and challenges and ensuring risks are captured and addressed as soon as they arise.
- Assemble appropriate project teams, define roles and responsibilities, book colleagues' time to capture internal requirements or feedback, maximise stakeholders' contributions and identify relevant resources while considering concurrent business-as-usual initiatives.
- Document and report on project progress to the Digital, Data & Technology Director and, when appropriate, submit reports to the Transformation Board, the Executive Leadership, or the Senior Management team.
- Be responsible for regular project reviews, their evaluation and proactively follow up with learnings sessions to instil a culture of sharing insights across the Institution.
- Support requirement gathering exercises to capture the changing needs of the business, proactively making recommendations, and contributing to projects.
- Support the Digital, Data and Technology Director with the implementation of agile project management and a collaborative culture by adopting innovative ways of working to encourage commitment, focus, openness, and respect.

Stakeholder relationship management

- Develop engagement plans for each project, for both internal and external stakeholders, ensuring meaningful and effective relationships are built and maintained.
- Maximise the contribution from key project team members (internal and external) and suppliers, ensuring the project is delivered on time, on budget and in line with the agreed benefits.
- Apply robust governance frameworks across the projects to ensure clear visibility and accountability of the project delivery.

- Chair relevant meetings and workshops with internal and external people, as agreed with the Director or the project teams.

4. General responsibilities

1. Work collaboratively with the Digital, Data & Technology Directorate and the wider project teams.
2. Make suggestions for improving processes, systems etc. which support the efficiency and stability of the Institution.
3. Comply with all Institution Policy and Procedures.
4. Support the Institution in the delivery of its mission, vision, and values.
5. To act in accordance with Data Protection laws and pro-actively focus on the quality of data in their own department.
6. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All employees of the Institution including Senior Management and other Heads of Department.
2. The Membership, where relevant.
3. External agencies, suppliers, consultants, and relevant external bodies.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
Level 3 Qualification(s)	E
Educated to degree level or equivalent in relevant business field	D
Hold a Project Management qualification, ideally a Certification in Agile (e.g., Scrum Master, PMI-ACP)	E
Good understanding of Agile methodologies, with experience in Scrum or Kanban frameworks	E
Strong understanding of data and technical requirements, to ensure smooth data migration and mapping of business processes to new systems	E

Criteria	Essential/Desirable
A knowledge and understanding of GDPR and Data Protection and its application.	D
<u>Skills</u>	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly	E
Ability to understand and monitor budgets	E
Excellent interpersonal skills with the ability to build rapport and influence colleagues and stakeholders, at all levels	E
Attention to detail, accuracy, and ability to check detailed information, able to critique own work and the work of others	E
Flexible and resourceful and able to manage and work in a small team and collaborative to work with other departments and other parties	E
<u>IT Skills</u>	
Proficient in project management tools and software	E
Microsoft Office 365 suite of applications and services to intermediate/advanced standard	E
Advanced knowledge of relational databases	D
<u>Experience</u>	
Proven experience as a Project/Delivery Manager, preferably in the development of enterprise-level platforms	E
Successfully managed the delivery of a complex technical/web project with senior stakeholder management	E
Management of project teams to ensure delivery of project outcomes	E
Reporting on/being accountable for managing expectations for project deliverables, stakeholder communications, appropriate evaluation of progress, quality, cost activities, risk register and escalation procedures	E
Experience of working in a charity/not-for-profit or membership organisation	D

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £50,000- £55,000 per annum

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Silvia Pilotto (Digital, Data and Technology Director) and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team, or the Institution.

The second stage of the selection process will be a face-to-face interview with Silvia Pilotto (Digital, Data and Technology Director) and Rabbhi Yahiya, UX Manager.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 70 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](https://www.istructe.org).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

