**THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH**

**Directorate of Resources**

**Strategic Change**

**Digital Project Manager**

**Grade 5**

**Fixed Term, 2 Years**

1. **THE COLLEGE**

The Royal College of Surgeons of Edinburgh is an independent membership organisation dedicated to the education, training and advancement of surgeons, dental surgeons, doctors, and various individuals throughout healthcare who are involved in the surgical care of patients. The College has a network of over 32,000 professionals in over 140 countries across the world. From our founding in 1505, the College has been committed to the advancement of surgery and driving patient safety standards worldwide and continues to do so to do this day. For our full story, please visit the College website at [www.rcsed.ac.uk](http://www.rcsed.ac.uk/)



1. **About the Resources Directorate – Strategic Change**

The Resources Directorate comprises the Finance, HR, Strategic Change and Digital Services functions of the College.

The **Strategic Change** function within the Resources Directorate collaborates with senior leadership and department heads to support major digital initiatives, including website redevelopment, exam systems replacement, and legacy system migration. It facilitates the Delivery Steering Group to provide governance and decision-making support, ensuring strategic alignment across all departments.

**Digital Servic**es is split into Digital Information Infrastructure (DII) who largely look after the physical, networking and AV functions and **Digital Applications and Analytics (DAA)** who are mainly concerned with systems development and integration.

The DAA Team consists of five developers including a Lead, three operational support staff including a Lead, and a dedicated team of three responsible for running and maintaining the intercollegiate eLogbook service. The team also includes a Business Analyst and is overseen by the Head of Department.

# ROLE SUMMARY

Reporting to the Strategic Change Lead and working closely with the Head of Digital Applications and Analytics, the post holder will provide management and co-ordination of technical projects that are integral to the College’s Digital and Data Strategies. These projects, especially the migration of legacy systems, will enable the College to achieve its data-driven decision-making goals, enhance data quality and streamline operations.

As a Digital Project Manager, you will own the day-to-day management using a hybrid traditional/agile approach for a programme of cloud-based technology transformations. The technologies involved are Microsoft M365, D365 and the Azure cloud computing platform. The post involves managing ongoing business change and modernisation for key functional areas of the business, with a particular focus on people-centric change management, engaging with staff to support their transition to new systems and leading initiatives to address resistance to change through training and structured communications.

The postholder will be experienced in the management of technology-driven transformation and organisational change, with a strong ability to engage and collaborate with stakeholders at all levels of the College, including senior leadership, trustees and departmental heads. Excellent interpersonal and communication skills are essential to build consensus and ensure alignment with the College’s strategic priorities. The role requires a balanced approach, coordinating in-house teams and external partners to drive project delivery while managing the competing demands of day-to-day operational work (BAU), ensuring minimal disruption to core services.

# SPECIFIC DUTIES AND RESPONSIBILITIES

**The key duties of the role include, but are not limited to:**

* Management of programme backlog
* Planning and phasing projects according to business and technical priorities
* Communicating long term objectives
* Driving deliverables
* Co-ordination and engagement of technical, business analysis and external resources
* Continuous engagement & communication with stakeholders
* Leading cross-functional workshops
* Giving regular progress updates across the organisation
* Leading phased and incremental delivery using Agile methodologies where applicable

# PERSON SPECIFICATION

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|  |  | **Essential** |  | **Desirable** |
| **Qualifications** | • | Degree or equivalent experience | • | Project Management  qualification, preferably with  a focus on Agile methodologies |
| **Knowledge,**  **Skills and**  **Experience** | •  •  •  •  • •  • | Proven experience of delivering complex technology-based change projects, including:   * Data governance and systems integration (legacy and cloud-based systems,   e.g., Azure, Dynamics 365)   * Ensuring data quality, security and compliance during migrations   Experience of managing external suppliers, with the ability to:   * Mitigate risks such as data loss, system downtime, or integrity issues * Coordinate large-scale projects between in-house teams and external providers Knowledge of Microsoft cloud technologies   Reporting progress at a variety of organisational levels  Budget management and reporting Experience of leading crossfunctional teams, with expertise in: o Change management and overcoming resistance in legacy environments   * Stakeholder management, ensuring engagement, effective training and adoption of new processes Experience working in a hybrid (remote and on-site) work   environment | •  •  • | Experience in supporting the creation and maintenance of financial  budgets  Experience of a professional membership organisation  Experience of business change implementation |
| **People and**  **Interpersonal**  **Skills** | * Methodical and conscientious approach to work * Ability to use diplomacy and persuasion while focussed on ensuring change happens * Good problem-solving skills and the ability to identify and implement solutions using the wider team * Resilience and the ability to adapt in response to changing priorities * The ability to operate with tact and discretion, maintain confidentiality, and exercise good judgement | |  | |
|  | Proficient in:   * **Microsoft 365** (Office 365) suite for collaboration and productivity * **MS Project** (or equivalent) for project planning and management * **MS Teams** for communication and team collaboration | | Experience of:   * **Configuring and using**   **Jira** for project tracking and management   * **Configuring and managing SharePoint** for   document management and collaboration   * **MS Dynamics 365** (or equivalent CRM) for   customer relationship management   * **ClickDimensions** (or similar marketing automation platform) * **Umbraco** (or equivalent CMS) for content management | |

# COLLEGE VALUES

Our values underpin who we are, how we behave, and the ways in which we work together across every aspect of the life of the College. They determine how we will deliver our ambitious Vision, Mission and Strategy. Our values are the principles that guide all our actions and decisions which, in turn, will shape the culture of our organisation. They apply to everyone who is part of the life of the College, including our staff.

The postholder will need to demonstrate these values.

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| **Inclusivity** | • | We all feel welcomed and valued as part of our family. |
|  | • | We are each treated in the same positive way. |
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| **Integrity** | • | We behave ethically and professionally, with the best interests of the College and our profession at heart. |
|  | • | We are open and honest in everything we do. |

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| **Innovation** | • | We seek to develop new ideas and new ways of doing things which make it better for the College, our colleagues, and our members. |
|  | • | We embrace innovation and enthusiastically support change. |

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| **Respect** | • | We are afforded equal dignity, empathy and respect. |
|  | • | We are supported by a positive culture that motivates and nurtures us throughout our career. |
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| **Professionalism** | • | We are committed to working together to deliver the best for the wider College community. |
|  | • | We are encouraged to grow our knowledge and skills and are given tools to help us. |

# GENERAL INFORMATION AND CONDITIONS

## Working Patterns

The hours of work shall be 35 hours per week, working each day Monday to Friday, 9 – 5pm with a one-hour unpaid lunch break on each day worked. The nature of the role is such that tasks are often time-critical and an ability to effectively prioritise workloads and tasks is required. The Digital Project Manager may be required to work outside of normal working hours on occasion. They may also be required to travel and work away from Edinburgh for short periods, which may require overnight stays away from their normal place of residence**.**

## Accountability

The Digital Project Manager is accountable to the Strategic Change Lead.

Pension Scheme:

The College uses the People’s Pension, pension scheme. Further information can be obtained from the Finance Department. (Anyone wishing to transfer from an existing Pension Scheme should discuss this option with their Financial Adviser).

Sick Pay Scheme:

Members of staff are eligible for the benefits of the College’s Sick Pay Scheme once they have been in post for a minimum of three months.

## Annual Leave

The College’s annual leave year runs between 1st January to 31st December and awards staff the following entitlements (pro-rata for part time employees).

Personal Holidays

* 30 standard personal days
* 3 fixed compulsory days which fall in between Boxing Day & New Year’s Day

Public Holidays

* 9 public holidays
* 5 days of those Public Holidays can be taken on any date
* 4 fixed compulsory public holidays taken on Christmas Day, Boxing Day, and the 1st & 2nd of January (or nearest working days)

Total annual leave given per year = 42 days

## General

All posts are offered subject to the receipt of references satisfactory to the College.

This post is offered on a three-month probationary period basis.

Candidates may be requested to undergo a medical examination.

Appointment is subject to proof of eligibility to work in the UK provided in advance of the proposed start date.

Salary:

Ranging from £35,690 to £44,612 per annum, DOE.