



Oracle and Finance Project Manager – (12-month contract)

Job description and person specification

Accountable to: Head of Project and Programme Management

Purpose of the role

The Oracle and Finance Project Manager is responsible for the overall direction, coordination, implementation, execution, control and completion of the Oracle and Finance projects ensuring consistency with Dimensions' strategy, commitments and goals.

The ideal candidate will have:

- Knowledge of the people and change management activities required to deliver complex programmes
- Experience or knowledge of implementing finance transformation and / or finance systems and familiarity with the associated processes.
- Experience of working with third party partners to deliver successful project outcomes

Core duties

- Lead the planning and implementation of key Dimensions projects to include defining the project scope, goals, deliverables, dependencies, project tasks, resource requirements and budget.
- Manage the implementation of the strategic and operations requirements; this will include planning and scheduling project timelines, tracking project deliverables, leading and co-ordinating project teams and providing direction and support.
- Create project artefacts to include business cases, project initiation documents, detailed project plans, resource profiles, budget trackers and RAID logs.
- Bring together the information on projects, resources and timescales, monitoring against the overall agreed timeline and ensuring significant risks, issues, changes and obstacles are managed as appropriate.
- Manage priorities, dependencies, tolerances and escalations across multiple work streams while complying with project delivery frameworks.

- Advise on financial aspects of the project including the management of the project budget and resource allocation.
- Monitor and report on progress to all stakeholders including any problems and solutions.
- Operate within existing governance structures, ensuring the project's governance arrangements are clear and agreed, and work with senior stakeholders to ensure the project remains aligned to strategy.
- Advise the Governance Groups of relevant strategic and operational issues that should be considered and to provide project evaluations and assessments of results.
- Provide expertise, develop and promote appropriate tools and techniques to support these duties.

In additional to the above the Project Manager is expected to:

- Be a proactive self-starter who can develop and maintain effective working relationships with the wider project team and stakeholders.
- Maintain awareness of own developmental needs and undertake learning and development as necessary
- Maintain awareness of information and data security regulations
- Work independently with minimal supervision

Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In additional to the above you are expected to:

- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Maintain confidentiality in accordance with our data protection policy and procedure.

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
Degree qualified (or demonstrable equivalent)	Desirable	Shortlisting
Evidence of attending ongoing professional / educational development in project management	Essential	Shortlisting
Experience		
Experience of implementing Oracle or similar finance systems.	Desirable	Shortlisting/ Interview
Experience of working on finance transformation projects.	Desirable	Shortlisting/ Interview
Experience of delivering projects to time, cost and quality standards	Essential	Shortlisting/ Interview
Experience of operating within defined governance processes	Essential	Shortlisting/ Interview
Experience of developing business cases and project budgets	Essential	Shortlisting/ Interview
Experience in managing multi-disciplinary teams	Essential	Shortlisting/ Interview
Skills		
Excellent organisational and prioritisation skills	Essential	Shortlisting/ Interview
Strong analysis and critical thinking skills	Essential	Shortlisting/ Interview
Proficient use of MS applications including Sharepoint, Project, Excel, Word, Microsoft teams, PowerPoint, Visio and Teams and Outlook	Essential	Shortlisting/ Interview
Able to confidently and effectively communicate at all levels (both spoken and written)	Essential	Shortlisting/ Interview
Excellent stakeholder engagement skills with ability to interact, engage and have credibility at all levels of organisation	Essential	Shortlisting/ Interview

Able to lead and drive effective change and a passion for continuous improvement	Essential	Shortlisting/ Interview
Able to listen to colleagues and the people we support and demonstrate an understanding of their working requirements	Essential	Shortlisting/ Interview
Able to effectively manage and motivate self and colleagues including those in cross-department and cross-disciplinary project teams	Essential	Shortlisting/ Interview
High level of written and verbal communication skills including the ability to present complex information in a concise and user-friendly way	Essential	Test
Knowledge and understanding		
Have in-depth understanding of Project Management methodologies and associated tools and templates	Essential	Shortlisting/ Interview
Knowledge of the full project lifecycle from requirements gathering through to implementation	Essential	Shortlisting/ Interview
Knowledge and understanding of the Data Protection Act and General Data Protection Regulation	Essential	Shortlisting/ Interview
Knowledge of working within the social care sector	Desirable	Interview
Attributes		
Highly driven and dynamic personality with a strong presence	Essential	Interview
Demonstrate commitment to equality, diversity, inclusion and the values of Dimensions	Essential	Interview
Able to problem solve and work in a proactive rather than reactive manner	Essential	Interview
Be a reliable, supportive and professional role model for Dimensions	Essential	Interview
Work flexibly according to the business requirements with little supervision	Essential	Interview
Demonstrate commitment to own personal development	Essential	Interview