Role Profile

Role Title:	Data Quality Project Manager
Department:	Technology & Transformation
Role Purpose:	To scope, manage and deliver a project which reviews and improves the quality of data held in core business applications and systems.
Reporting to:	Senior Project Manager
Responsible for:	Matrix management of multiple business resources
Disclosure Level:	Standard
Role Level:	Frontline Manager

Key Role Responsibilities	- Scope, manage and deliver a project to: - Review the data held in core applications & systems. - Identify current validations, controls and access. - Identify data quality issues and work with stakeholders to address. - Review current data governance and underpinning processes. - Strengthen and improve governance and processes where required. - Transition data quality and governance into BAU. - Working with stakeholders across Midland Heart to identify problem statements, and agree scope, objectives, deliverables and phasing of projects. - Effective planning, including communication, project, testing and transition plans, to enable proactive monitoring of progress, resolving issues and initiating corrective actions. - Engage and influence senior stakeholders. - Work with stakeholders to elicit requirements and understand their needs for solutions, be capable of constructively challenging perceived needs in order to identify the true underlying business drivers and requirements. - Ensure that project requirements, scope and critical success factors are clearly refined, agreed and communicated - Produce all mandatory project management documentation to outstanding quality and on time in line with the Midland Heart Delivery methodology. - Produce Board level presentations and documentation around Project progress. - Set, monitor, manage and review Project budgets. - Ensure that all project documentation and products e.g. project plans, issue logs, risk registers, change requests and financial forecasts are drawn up and maintained. - Provide timely progress reporting to agreed schedules. - Work within authorised budget limits for external expenditure and man-day utilisation. Highlight potential overruns early and implement mitigation activities. - Ensure that all projects are handed over to operations and support successfully by meeting all specified acceptance criteria and ensure that the project deliverables are

	embedded and successful in BAU
	• Perform post project reviews, analyse issues that occur and promote continuous improvement through lessons learned.

Education, Qualifications & Training	• Prince2/Agile/APM Practitioner, or significant equivalent experience.
Knowledge & Experience	• Substantial experience of delivering data quality projects including consolidating data into core systems, reporting, creating validations and controls. • Substantial proven experience of challenging accepted thinking to deliver project outcomes. • Demonstrable experience of influencing change at Executive level. • Proven experience of successfully delivering projects that are sustainable into BAU. • Proven knowledge of GDPR. • Experience in cost benefit analysis and realization plans. • Experience in budget management. • Experience of managing risks, issues and effective mitigation. • Detailed knowledge of project management techniques and flexibility to apply these to best suit the organisation.

Role Specific Skills & Behaviours	• Resilience and tenacity to challenge accepted thinking.
	• Highly articulate – able to professionally challenge and influence senior stakeholders.
	• Able to manage multiple priorities.
	• Strong attention to detail.
	• Highly motivated individual with the ability to manage Business
	• Change Projects and/or technology enabled change.
	• Excellent communication skills including:
	   o Written, oral and presentation skills.
	   o Ability to influence and motivates others to move towards a common vision or goal.
	   o Ability to challenge and push back appropriately.
	• Excellent time management skills and planning skills to multi task on complex overlapping activities.
	• Able to manage and organize project resources to deliver projects in line with their schedule.
	• Self-starter dedicated to getting results and meeting deadlines.
	• Pragmatic outlook that understands the wider needs of the organisation.
	• Understanding of and commitment to the principles of equality and diversity.