

Job Title: Digital Project Manager
Level: Middle weight
Department: drpdigital
Based: Hartlebury
Reporting to: Development Team Manager

REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme will be outlined in your contract of employment.

OVERVIEW

Are you ready to harness the potential of a team of award-winning digital specialists, all within a large complex multi-service communications agency? If so, we're looking for you.

We require a strong, proactive and robust project manager, who would oversee full project management of digital projects; including client communications, budget control, ensuring that timescales are met and working with the project development team in order to deliver the objectives. This is a big responsibility within our team, as we're growing and our influence within the digital agency field is expanding exponentially. However; this change needs support, guidance and channeling - and that support could be you.

Assisting the line manager where required, but primarily managing the multifaceted task of supporting, organising and directing the skilled, experienced and extremely welcoming digital team – you will help the digital side of the business grow from strength to strength in any way possible.

PRINCIPAL DUTIES:

- Support and assist the department in the operation of digital tasks & projects.
- Responsible for the scheduling of the teams production time.
- Take the lead role of specific digital projects and manage all aspects of delivery including client liaison, and internal team logistics.
- Manage project budgets and ensure the clients' expectations are met.
- Organise and manage regular updates with client and production teams.
- With the support of the Lead Developer manage and track a project teams production on a daily basis to ensure deliverables are met.
- Develop, instigate and execute methods of project management best practice to improve efficiency and professionalism.

- Support the Director with the collation, development and supply of costs.
- Ensure high levels of communication and customer service are achieved at all times.
- Attend briefings, pitches and debriefings when necessary.
- Responsible for the scheduling of digital equipment and ordering in external supplies when necessary.
- Assist with digital testing of projects and proof reading of proposals.
- Willing to work outside normal office hours when required in many locations throughout the UK and overseas.

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties from time to time as required.

GENERAL SKILLS:

- Good knowledge of Microsoft Windows operating system.
- Good knowledge of Microsoft Office suite, including Outlook, Word and Excel.
- Good knowledge of a project management and task management tool such as BaseCamp or Redmine.
- Be able to work under pressure and meet deadlines.
- Be able to communicate effectively both verbally and in writing.
- Good people and team management skills.

CHARACTERISTICS

- Committed to the highest standards of customer service.
- Organised with a true desire for detail.
- Quick to understand a brief and what needs to be done to achieve it.
- Positive attitude towards challenging situations and multi-tasking.
- Ability to manage and lead project teams effectively.
- Excellent time management skills.
- Self-motivated with the ability to work individually and as part of a wider team.
- Willingness to learn new skills and develop existing ones.
- Must be committed to making 'anything possible' with a 'can do' attitude.

FURTHER NOTES

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. Able to travel throughout the UK and overseas and clean driving license.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets. **drp** is an equal opportunities employer.