

Role Profile: Core Project Manager**Team:** Creative Design - HF Core**Reporting to:** Head of Production**Job Level:** Level 4 Premium/Technical**Purpose...**

A client and internal facing Project Manager owning the successful completion of core content design projects to cost, quality and time within the HF Core Design area of the business.

We are looking to enhance our model for the creation, publication, management, storage and sharing of our products. This role will work alongside the Head of Production, Lead Designer and Digital Asset Manager and a wider team to improve and develop the appropriate processes to support content governance, workflow and delivery of our products to clients.

After conducting a thorough content audit with the Head of Production and Design Consortium, you will identify opportunities for new content to better support work winning and build brand awareness and take responsibility for updating our existing core content with our global SME network and team of creatives.

You will support the implementation of a new Digital Asset Management system and work with the Digital Asset Manager to set up robust governance processes to effectively manage content produced throughout HF.

This role is to...

- Create and maintain project and milestone plans that will be shared with client and internal project teams.
- Work with colleagues to create project scope ensuring the true work effort is captured and delivers the agreed margin, looking for opportunities to upsell where possible.
- Lead project launch meetings and complete the associated project tools that accompany this phase, where appropriate.
- Managing project scope proactively to deliver at least the margin scoped, owning conversations on scope creep and commercial implications where needed. Monitor budget with Head of Production.
- Schedule Hemsley Fraser, client and associate resources against a milestone plan. Proactively rescheduling and communicating implications to stakeholders and resources throughout implementation phases.
- Produce project progress reports to share with project teams.
- Lead weekly project update meetings with the project teams.
- Owns quality review process of all core content (quality, DEI&B, accessibility, IP rights consistency of models across modalities).

- Manages design schedule for core refresh and new designs.
- Responsible for briefing and onboarding associates for core design work.
- Responsible for QA all New Content – functionality and links.
- Responsible for ensuring all new content is proofed.
- Manage/Secure/Document IP Rights for all content.
- Ensure robust QA processes are in place.
- Managing the project risk and change control logs, fully understanding the scope and financial impact, escalating and reporting as required.
- Representing the project management function at bid phase – writing and presenting milestone plans, approaches to develop and deploy assumptions and risks.
- Act as point of escalation for project team members/escalate issues and problems to the appropriate levels for resolution.
- Capture lessons learned – successes and recommendations for improvement – and proactively drive any necessary change to embed recommended improvements.

You will be....

- Creative in your approach, always seeking to experiment with new concepts and open to new ideas.
- An excellent communicator, driven by team collaboration with great leadership skills, able to role model the Company values internally and externally.
- Able to positively challenge your leaders, peers and team members, encouraging collaboration and innovation.
- Highly credible with customers and internal stakeholders.
- Passionate for all things digital and tech related.
- Motivated to ideate, innovate and challenge - constantly finding new and creative ways to engage learners.
- A great team player.

You will have...

- Ability to manage initiatives with stakeholders from conception through to successful completion.
- Personal credibility with clients: ability to build and nurture effective relationships at senior management level and act as a trusted advisor:
- Ability to positively challenge to stretch thinking and encourage innovation.
- Strong commercial focus, with a clear understanding of the influencers on revenue and profitability, including the ability to work towards managing large value/complex projects to budget.
- Ability to anticipate, manage and resolve 'out of scope' issues collaboratively.

- Ability to make or enable timely decisions to ensure project success, investigate and identify resources required and solve problems within a project implementation and management environment.
- A successful background in the planning and subsequent management of projects. Proven PM capabilities, including an appropriate qualification/accreditation or willingness to work towards achieving one.
- Experience in working with a Digital Asset Management platform is desirable .

Success in this role is...

- Excellent 360 feedback from senior leaders, our clients, your team and HF Sales team.
- Excellent Customer and partner feedback on our content.
- New Content and updated existing content delivery to time, scope and quality.
- Role modelling of Hemsley Fraser Values.