

Digital Project Manager

Burrows are one of the UK's leading through-the-line Creative Marketing Communications companies, an integral part of the Y&RWunderman worldwide partnership and a WPP Company. With an impressive client list and a track record of success spanning more than thirtyfive years, we now seek to recruit a Digital Project Manager to join our Essex based team.

The Digital Project Manager's role is to deliver projects throughout the full project management life cycle, whilst managing client expectations throughout the project. In addition, the Digital Project Manager manages internal/external resources to ensure that resources are fully utilised and communicates effectively between the gap from our creative team to our developers'.

The successful candidate will have proven agency experience, 3 years + Project Management experience, a strong digital and technical understanding of the latest web technologies and be familiar with managing large technical web based solutions. You will have client facing experience and be able to demonstrate excellent organisational and communication skills to enable you to scope, manage, budget and deliver a range of digital projects in a creative marketing agency environment to strict deadlines and on your own initiative. You should be highly pc and internet literate, possessing a solid understanding of MS Office, including Project, Visio, Waterfall/Prince (or similar), with experience in Agile Project Management and Functional & Technical Specification Development, including wireframes. In addition, experience and skills in HTML, HTML5, JavaScript, CSS, XML, XSLT, SQL, ASP.NET, databases and TDD is desirable but not essential.

Throughout managing a project with overall responsibility for project success you will be dependable for: general day to day client contact; resolving client issues/disputes; provide guidance, leadership and assistance to fellow Project Managers to ensure the quality of our projects are met; define and collect metrics to establish the success of a project, and work with the department to establish process and quality procedures (to name but a few examples). You will, of course, ensure that all projects are delivered on time, on budget and to the highest quality, with the ability to manage multiple projects and remain calm under pressure.

The hours for the role are 9am - 5.30pm Monday to Thursday and 9 a.m. to 5.00 p.m. on a Friday, forming 37 hours per week (in addition the Company operates a flexible start time policy). This role may require overtime, sometimes at short notice to meet deadlines.

Burrows is 23 minutes by rail from Liverpool Street, situated next to Shenfield railway station. We offer competitive salaries, a generous benefits package including 26 days' annual leave, paid overtime, healthcare and free car parking. As an Investor in People Company, we are committed to the on-going personal development of everyone in the Company.

All applicants must hold relevant status documentation to work in the UK/European Community prior to applying to us. **Due to the anticipated response, please note that we will only be contacting those applicants who have been shortlisted.**

To apply for this exciting opportunity, please forward your CV with a covering letter, noting your current remuneration package, by 1 August 2011 to:

Human Resources, Burrows, The Burrows Building, 5 Rayleigh Road, Shenfield, Brentwood, Essex CM13 1AB. Tel: 01277246698 Fax: 01277 246778.

email: burrows_careers@burrows.yr.com web: www.burrows.info

Applications without remuneration details will not be progressed. STRICTLY NO AGENCIES

For more information on Burrows please see our company website at www.burrows.info

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Job Profile

Job Title: Digital Project Manager

Responsible to: Project Stakeholders (e.g. client services, creative team, project team, etc)

Department: Applications Development/Digital Studio

Reporting to: Digital Studio Manager

Job purpose:

The Digital Project Manager combines business vision, communication skills, soft management skills and technical savvy with the ability to plan, coordinate, and execute to successfully deliver digital projects. These projects must be delivered within the allocated budget, timeframe and meet (or exceed) customer expectations. A Digital Project Manager is not just a manager – they are a leader. The Digital Project Manager keeps the spotlight on the vision, who inspires the team, who promotes teamwork and collaboration, who champions the project and removes obstacles to progress. Rather than being an operational controller, the project manager is an adaptive leader.

Key accountabilities:

- Define and initiate the project, plan for the project, execute the plan, and monitor and control the results. The manner in which these steps are accomplished needs to appreciate the project and project team as a complex adaptive system.
- Follow the Burrows iterative process for running projects. This includes, but is not limited to, organising scrums, iteration planning and review meetings, as well as creating a release plan.
- Troubleshoot and coordinate resolutions to issues related to the delivery of the project.
- Deliver exemplary customer service while delivering the project.
- Day-to-day management of digital projects including managing budgets.
- Collaborate with team on information architecture, design, applications, community elements, user experience and page building
- Support the project team in operating as a "self-managed team".
- Interface with third-party technology vendors to build and launch cutting-edge and engaging digital applications based on creative and brand objectives.
- Support and collaborate with internal IT, project management and development team.
- Ensure high-quality of deliverables, often assuming a QA role.
- Coordinate creation of estimates

Other:

- to best represent Burrows to our customers and suppliers
- to be responsible and accountable for the group's quality standards and delivery of work to brief and on budget
- to ensure compliance with our ISO accreditation
- to participate in the Burrows PDR procedures and development plans in order to maintain a good standard of work and improve personal skill levels
- to maximise own ability to produce quality work, on time, and to brief, utilising best skills and available technology
- to best represent Burrows to our customers and suppliers
- to be responsible and accountable for the group's quality standards and delivery of work to brief and on budget