

Position Description

Project Manager – Digital & Information Platform

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Dynamic Labz has been engaged to deliver a Digital Transformation Program of works by an industry leader in the Sports and Entertainment industry in Australia. The scope of work includes implementation of Business Applications with Dynamics 365, Digital Platforms, and Information Platform as part of its Digital Transformation Program.

As a Project Manager, you will report to the Program Manager and be responsible for the overall delivery of Digital Projects and Information Platform Projects. As a Project Manager, you will be responsible for managing, delivering, and monitoring projects. Your expertise will contribute to project design, governance arrangements, and operational integration. You'll be accountable for ensuring project milestones are achieved within budget and timelines, and that project deliverables meet high standards of quality. Additionally, you will play a crucial role in stakeholder engagement and communication, supporting innovation, and driving business improvement strategies.

At Dynamic Labz, our services help bring immediate value to our customers, and makes a direct impact on how businesses and people work day-to-day. Here, you'll be an important part of our high-energy, unique, fast-paced, and innovative culture that focusses on delivering quality outcomes with agility.

Responsibilities:

- **Strategy & Vision:** Lead the formulation of a comprehensive digital strategy aligned with the organisation's vision which incorporate the latest advancements in technology and industry best practices.
- **Project Planning:** Collaborate with project business analysts and internal stakeholders to gather project requirements, define project scope, objectives, and deliverables. Develop project plans, including timelines, resource allocation, and milestones.
- **Program Alignment:** Work closely with Program team and vendors for the alignment of the digital business process with business application solution – Dynamics 365 and Business Intelligence platform, ensuring alignment with the overall program strategy.
- **Work Allocation:** Create the sequence of project tasks, with clear details of the deliverables. Follow up on tasks proactively with the vendors to avoid delivery delays.
- **Design Thinking:** Collaborate with cross-functional teams to identify pain points and opportunities for improving the customer web experience. Design and implement digital solutions to enhance customer interactions and streamline internal processes.
- Facilitate design workshops by the vendor with a focus on human centered design. Ensure design web design principles and UX principles are at the core of the solution design.
- **Stakeholder Management:** Identify project stakeholders, understand their needs, and establish clear channels of communication. Manage stakeholder expectations, negotiate priorities, and facilitate decision-making to ensure project success.
- **Point of Contact:** Act as the primary point of contact between Vendors and the Internal Project team, providing regular updates on project progress, addressing any concerns, and managing client expectations throughout the project lifecycle.

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- **Project Monitoring:** Monitor project progress, identify and address potential roadblocks or bottlenecks, and take corrective actions to ensure on-time delivery.
- **Quality Control and Testing:** Oversee the quality control process, ensuring that the completed work meets the defined quality standards and business requirements. Ensure thorough testing by the test team to identify and resolve any issues before final project delivery.
- **Team Collaboration:** Foster a collaborative and positive team environment, promoting effective communication and knowledge sharing among team members.
- Facilitate decision-making processes and resolve conflicts to maintain a productive and positive team environment.
- **Project Documentation:** Maintain project documentation, including project plans, progress reports, meeting minutes, and other project-related records.
- Use project scheduling, financial tracking and control tools to monitor project plans, schedules, budgets, expenditures, risks and issue management.
- Monitor project progress and create project status reports for program manager and program sponsor.

Desired Experience

- Minimum 5+ years experience implementing Digital and Business Intelligence platforms with a solid understanding of web development processes, technologies, and best practices.
- Proven experience as a Project Manager in web development, with a track record of successfully delivering projects on time and within budget.
- Experience in managing vendors and ensuring completion of work packages on time by the vendor.
- Highly developed and effective negotiation, influencing, and people and stakeholder engagement and management skills.
- Excellent Understanding of UX principles and familiarity with website tools and technologies, such as PHP, WordPress CMS & Shopify platforms, web analytics, and security protocols.
- Experience with facilitating workshops on design thinking with a focus on human centered design.
- Ability to prioritise tasks and manage multiple tasks and projects simultaneously.
- Strong written and spoken communication skills, with the ability to easily communicate functional specifications to the vendor and provide more simplified explanations to non-technical business stakeholders.
- Quality-focused mindset with the ability to ensure deliverables meet high-quality standards.
- Sound knowledge and experience using project management tools, processes, and systems.
- Experience with both waterfall and Agile SCRUM project delivery framework, or hybrid methodologies would be desirable.

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- Excellent verbal and written communication skills are essential to work closely with team members and managers, and effectively manage problems as they occur.
- As the primary point of contact for team members, you must be able to provide guidance, feedback, and encouragement for achieving goals.

Spark your interest?

To find out more about this exciting and challenging role please apply by attaching your resume to contactus@dynamiclabz.com. Please note that due to the high volume of applications only short-listed candidates will be contacted.