

PROJECT MANAGER

JOB DETAILS	
Job Title:	Project Manager
Reports to (title):	Special Advisor to the Editor in Chief
Date:	6 th June 2018

PURPOSE OF THE JOB
<p>To support the Editorial and Methods Department (EMD), Cochrane Library Product Manager and other Central Executive Teams in delivering on high priority projects: by developing an agreed framework for project management and reporting, supporting colleagues to manage their projects efficiently and transparently, and to provide project management services to the highest priority EMD and other Cochrane projects where appropriate.</p>

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<ul style="list-style-type: none"> • Support the Editor in Chief and Senior Management Team in the management of Cochrane's strategic projects and successful development and implementation of its <i>Strategy to 2020</i>. • Lead, guide and assist Cochrane's Central Executive, in particular the Editorial and Methods Department (EMD) in managing the processes, methods and tools to be used by Cochrane's projects and project leads. • Provide project management for the implementation of the Cochrane Library product development roadmap as directed by the Cochrane Library Product Manager. This includes agile project management of feature developments delivered across internal and external publishing systems and scrum teams. • Lead on the transformation in relation to managing projects within Cochrane. The ways of working defined need to fit within Cochrane and provide a balance between structure and value add. The benefits of the new ways of working need to be sold to internal stakeholders and then realised by Cochrane once implemented. • Act as the first point to contact for project management enquiries for Cochrane staff, offering support and guidance for project management methods, tools and processes. • Regularly update the EMD team and the rest of the organisation with an overview of projects that are planned and in progress using an agreed format. • Define and implement processes to allow dependencies across projects to be identified and made visible to everyone within the organisation

- Define and implement processes to allow resources to be managed efficiently and effectively on projects within Cochrane, and in particular the EMD team.
- Assist the EMD team and others in setting up and implementing financial controls and processes that are needed to effectively manage projects
- Define and implement processes to allow risks and issues associated with projects to be managed efficiently and effectively within Cochrane
- Identify Cochrane's needs for a tool or set of tools that will assist in the effective management of projects. Tools will then need to be implemented and rolled out across the organisation.
- Identify what templates need to be created to support projects and the related processes and be responsible for maintaining them after they are implemented.
- Champion robust and transparent approaches to project management within the EMD team and elsewhere in the Central Executive Team

PERSON SPECIFICATION

Essential

- Proven strategic planning, project management and organisational skills; and the ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs
- Experience of managing projects, change management and risk management
- Experience of agile project management methodology
- Excellent interpersonal and communication skills (spoken, written and presentational) and a collaborative management style
- High level of technological competence, including the ability to evaluate and use project management software
- Proven ability to work independently and as part of a team
- Flexibility and adaptability
- Experience of strategic planning and budgeting

Preferred

KEY INTERFACES

Internal: Central Executive Team, Cochrane Library Product Manager

External: Cochrane partners and stakeholders

DIMENSIONS
Budgetary responsibility: N/A
Number of direct and indirect reports: N/A