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| **ROLE PROFILE: CAPP SCI DEPLOYMENT PROJECT LEAD** | |  |
| Position Title: | CAPP SCI Deployment Project Lead |
| Position ID: | 103687998 |

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| **Team** | Transformation Delivery (TD) | **Grade** | M4 |
| **Reports To (Title)** | Director of Transformation Deployment | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours) |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To drive the implementation of a new global financial data model and project management methodology, enhancing operational efficiency, alignment, and effectiveness across Save the Children International and its member offices. By introducing these transformative systems and methodologies, the SCI Deployment Project aims to create a high-performing organization capable of delivering impactful and sustainable outcomes for children worldwide. This work is guided by our mission, core values, and strategic goals, ensuring that our processes remain up-to-date and fully equipped to address the evolving needs of our global mission.  **Role purpose**  This role relates to the deployment to SCI Offices. The role holder will be responsible for establishing project management practices utilising SCA’s Project Lifecycle, managing relationships with key stakeholders and driving continuous improvements. |

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| **Principal Accountabilities** |
| 1. Lead the SCI Deployment Project, ensuring clarity on roles and responsibilities and deliverables within the team to ensure a successful, on time and on budget delivery of the CAPP solution across SCI. 2. Management of delivery of enhancements relating to Coding (may include enhancements to AMS, TIM and Agresso) in a co-ordinated and controlled way aligned with deployment waves 3. Establish and manage a realistic and committed plan for the project, taking into consideration business deadlines, dependencies, resources, and costs and ensure the deployment follows our project delivery methodology, producing the right documentation and following the stage-gate processes required and ensure project managers provide regular status reports on plan, resources, risks and issues in line with guidelines set out by the Portfolio Management Team 4. Work with the IT Leadership to ensure IT Lead elements of the deployment are well planned, that resources are secured and the technical components are scheduled accordingly into the main project plan 5. Drive Management Review Group (MRG) governance for decision making, sponsorship level steer and escalations and support the team with issue escalations and engagement of senior leaders within SCI 6. Support team wellbeing and ensure high team engagement 7. Maintain strong stakeholder engagement to ensure ongoing support, engagement, and successful delivery for the project (e.g Transformation Steering Group, MRGs, Portfolio Progress Meetings) and ensure clear management of country and regional office alignment to deployment waves in collaboration with the Director of Change Deployment and Director of Project Management 8. Maintain positive working relationships with other HPO projects (e.g Flex OM, Data & Analytics, Agresso Optimisation) & interdependent systems (OneNet, TIM, AMS, and Agresso etc.) 9. Build behind the scenes support for change management and strategic communications for the Project, championing the Project across all levels of the global movement and ensuring appropriate involvement of key stakeholder’s at all relevant stages. |

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| **Budget** |
| ~$5m |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: ~30  Manager of a team: Yes  Team Manager (manager of multiple teams): Yes |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * CTO, CIO, IT Management, Business Functional Directors and Heads   **External**   * N/A |

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| **Competencies** |
| Cluster: Leading Competency: Leading and inspiring others Level: Leading Edge Behavioural Indicator: Inspires people to reach the highest standards of performance and to feel a sense of pride in belonging to the organisation.  Cluster: Leading Competency: Delivering results Level: Leading Edge Behavioural Indicator: Builds a culture of quality and focuses on on-going performance improvem  Cluster: Leading Competency: Developing self and others Level: Leading Edge Behavioural Indicator: Creates and enables a learning culture that supports the development of staff .  Cluster: Thinking Competency: Problem Solving and Decision Making Level: Leading Edge Behavioural Indicator: Provides a strategic framework to support decision making across the organisation.  Cluster: Engaging Competency: Communicating with Impact Level: Leading Edge Behavioural Indicator: Projects confidence and authority to influential audiences and makes the most of subject matter even when it’s less familiar.  Cluster: Engaging Competency: Working Effectively with Others Level: Leading Edge Behavioural Indicator: Builds an organisation which reflects the communities in which we work .  Cluster: Thinking Competency: Applying Technical and Professional Expertise Level: Leading Edge Behavioural Indicator: Aligns technical and professional standards to support our strategy .  Cluster: Engaging Competency: Networking Level: Leading Edge Behavioural Indicator: Drives external networks and partnerships in the sector and beyond. |

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| **Experience and Skills** |
| **Essential**   1. Proven Project Management delivery capability to successfully achieve large-scale technology-based business change within complex business environments 2. Proficient in assessing, budgeting, planning and delivering major technology and systems investments. 3. Competent at establishing sound and viable financial and non-financial business cases for major core system investments 4. Excellent communication skills (written & oral English), including the ability to communicate and influence at all levels of the organisation 5. Able to effectively collaborate with diverse teams and stakeholders at all levels, maintaining close and effective working relationships. 6. Ability to articulate complex concepts to non-technical audiences, achieving buy-in to the vision and case for change. 7. Demonstrated ability to lead cross-functional project teams and manage vendor relationships. 8. Extensive experience in working collaboratively with business teams, product owners, and external partners to identify and prioritise key project requirements. 9. Demonstrated commitment to promoting diversity, equity, and inclusion in team management; and experience in creating an inclusive workplace environment that values diverse perspectives and ensures equity in career development opportunities   **Desirable**   * Working knowledge of CAPP systems solution * Familiarity with SCI financial processes * A second language. Preferably French, Spanish, or Arabic. |

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| **Education and Qualifications** |
| **Essential**   * Bachelor’s degree or equivalent work experience   **Desirable**   * Professional certifications in Project Management (e.g. PMP, PRINCE2) |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 26/11/2024 | Suzy Vincent | Beth Lister | Michael Koutstaal |