



**Post:** Digital Project Manager  
**Department:** ICT  
**Division:** Resources and Planning

## Job Description

### Main Duties

#### Purpose

To deliver the successful implementation of the project to develop the digital infrastructure of the Royal Botanic Garden Edinburgh (RBGE) including a new Collections Management System.

#### Leadership and Management

1. Take ownership and drive the delivery of the migration of collection data for over one million specimens within the Herbarium - a world-leading botanical collection.
2. Provide regular progress reports and risk register updates to senior management.
3. Prepare detailed and comprehensive documentation to support business continuity.
4. Manage the digital project utilising Agile practices, principles and frameworks ensuring an efficient process is maintained.
5. Act as an ambassador, ensuring RBGE is positively represented on digital development forums and external networks.

#### Stakeholder Engagement

6. Manage communications and collaboration between technical support, digital infrastructure, collections curation and in-house development teams.
7. Manage stakeholder engagement and communications, both internally and externally, supporting a skilled, multi-disciplined digital team to achieve commitments.
8. Work closely with the Specify Consortium. (<https://www.specifysoftware.org/>)

#### Project Management

9. Delivery of the project to migrate collection data from BG-BASE™ to Specify:
  - Managing the User Acceptance Testing (UAT) programme.
  - Managing a sprint protocol for the completion of the migration
  - Workflow/process development
  - UAT of these processes
  - Live launches of each process
  - Develop process documentation
  - Triage and carry out data cleaning



### Person Specification

Skills/Aptitude	Essential	Desirable
Proven experience using agile project management methods	*	
Experience working in the Agile delivery models	*	
Experience in delivering digital projects and products	*	
Excellent communication and teamwork skills	*	
Proven experience balancing multiple priorities	*	

Knowledge	Essential	Desirable
End to end project lifecycle experience on a number of software development projects		*

Professional Qualifications	Essential	Desirable
Project management qualification		*