Job Description: HCM Project Manager

Reports to: Senior IT and Systems Project Manager
Location: Currently operating hybrid working in our West London Office
Contract: FTC (18 months)
Pattern: Full Time (standard hours 9am – 5.30pm)
Salary: £60,000 to £65,000 (depending on experience)

About the role:

Ark have recently chosen Midland HR's iTrent as our new HCM (HR and Payroll) system. Implementing this system is a significant and complex change for Ark, and we are seeking a Project Manager with experience of leading similar implementations and migrations to join our fantastic team to support this transformational change.

With key members of the Ark's central teams, schools, and the supplier, the Project Manager will ensure a smooth transition to the new system supported by a Change Manager, Technical Business Analyst, and other internal project roles.

Sitting within Ark's Project Management Office (PMO) but with strong links to the People Team and other requirement leads, the Project Manager will lead and manage the implementation and service migration, ensuring successful delivery on time, within budget and to a high-quality set of outcomes. They must manage stakeholder's expectations and provide leadership across workstreams. The Project Manager will work collaboratively with the wider project team, facilitating the work of others, ensuring decision makers are fully informed, that activities occur when and as planned, run workshops, and coordinate with key stakeholders to arranging events as needed. The Project Manager must have strong operational understanding of HR and Payroll processes and applications and be able to guide key decisions and take direct action autonomously where appropriate.

The HCM system is a key component of our technical architecture, integrating with our MIS system (Bromcom), our Microsoft tenant, and more, to acting as the source for provisioning new staff login accounts and sharing staff data with other systems.

You will work closely with:
- A Change Manager, responsible for the human element of change.
- An experienced Functional Lead/Business Analyst, responsible for configuring iTrent to meet our launch design principles.
- The Project Sponsor and Product Owner, who are key stakeholders in the People Team.
- The IT & Systems Senior Projects manager who will oversee project governance methods and guide as to the use of Ark's standard project practices

There are two key strands of the project:
- Implementation of the HCM, including integration and provisioning with other Ark systems (e.g. Entra, Bromcom)
- Implementation of a new Payroll system and Payroll provider

- Alongside our HCM implementation, Ark is currently considering options for Learning Management and the deployment of learning functionality may also fall within scope of the HCM project manager role.

Key Responsibilities:
- Lead the day-to-day running of the project.
- Plan and schedule the project, ensuring successful delivery on time, within budget and to a high-quality set of outcomes, all in line with Ark's project methodology.
- Ensure, and where appropriate guide, key decisions so that they are timely and that decision makers are fully informed.
- Create and maintain project governance artefacts (e.g., Project Brief, Risk & Issue logs, Project Plans, Highlight Reports, Budgets, Communication Plans, RACI).
- Manage and track project finances.
- Report to key stakeholders in line with Ark's PMO governance, including participation in Project Boards, Steering Committees and Working Groups.
- Manage project change requests that impact cost, scope, resources, and timelines, to ensuring that impacts are understood and agreed.
- Facilitate team collaboration, including setting up meetings and workshops.
- Escalate issues and risks appropriately.
- Occasional travel to Ark schools in London, Birmingham, and the South Cost, is required.
- Hybrid working in our West London office.

Person Specification: HCM Project Manager

Qualifications
- Project Management qualification – Prince2 Foundation or equivalent (essential)
- Project Management qualification – Prince2 Practitioner (desirable)
- Programme Management qualification (desirable)

Knowledge & Skills
- Relevant Operational experience of Payroll and HR Processes and Systems (desirable)
- Proven experience of HR and Payroll system implementation and migration projects, with an understanding of the specific complexities and how to manage them.
- Experience managing complex migration projects with multiple workstreams, integrations and systems and business change.
- Experience of projects involving Midland HR's iTrent (highly desirable)
- Prior knowledge of the education sector (desirable)
- Strong cross-functional collaboration and stakeholder management.
- Strong team player, with experience of managing the work of others within the team.
- Excellent communication skills, adaptable to different audiences.
- Analytical and pragmatic problem-solver.
- Ability to manage competing priorities and workloads.
- Experience managing third-party vendors.
- Experience leading hybrid/remote teams.
- Understanding of data protection and compliance best practices.

Personal Qualities
- Strong written and verbal communication.
- High attention to detail.
- Ability to influence and build relationships.
- Proactive and solutions orientated.
- Strong organisational multi-tasking skills.
- Discreet and able to manage sensitive information.

Other
- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check
- The role will be office and home based, with a requirement for the role to be either onsite at a school or in the office 2 to 3 times a week.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment

- this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this link.