



## Marie Curie Job Description

<b>Job title</b>	<b>Cloud ERP Integration Project Manager</b>
Department	Back Office Transformation (BOT)
Location	Vauxhall, London
Reports to	BOT Programme Systems Lead
Accountable to	BOT Programme Systems Lead

### Job summary

We can't deliver great care and support to those that need us without a strong Back office supporting the organisation. This set of teams works to keep Marie Curie going; covering HR, Finance, IT and much more...it is the engine room of our wonderful charity. But, like any back office we need to invest in it and improve it and so the Backoffice Transformation Team is being formed to transform Marie Curie's back office. This change programme will focus on systems, processes, ways of working and culture to build a Backoffice that supports, underpins and empowers Marie Curie to achieve all that we can.

The **Cloud ERP Integration Project Manager** is a key role for the success of the BOT programme. The aim of the role will be to deliver the technical implementation of new ERP systems that enable MC staff to process core business data and transactions more effectively. The Integration Project Manager needs to work across the platform vendor, the integration vendor, Back Office Transformation team members, Marie Curie back office functions, and Marie Curie end users, to ensure the systems implemented are effective, efficient and truly transformative.

Your relations with external technology vendors and suppliers to the programme will require a range of technical knowledge and influencing skills. Your role will be a key point of execution within MC to ensure new solutions are integrated with and interface to both MC legacy and new application systems. You will achieve this through a varied approach which will include translating the requirements internal users and clients, so that these are turned into working configurations, extracts, reports and interfaces. These will be specified, designed, built and tested by the Solution Architect in collaboration with internal and external technical experts as required, but will cover the entire BOT landscape of Finance, Human Capital, Procurement, Caring Services, Fundraising and Marketing.

You will develop and agree technical implementation plans with all stakeholders. You will review the technical designs and delivery plans for the solution, along with detailed plans for testing and remediation / fault fixing. You will explain these designs and plans to non-technical staff in the programme and across the wider Marie Curie. You will manage the delivery of solutions to time and to budget. All solutions will be required to adhere to MC and other guidelines, rules and standards relating to information governance and IT security.

### Key relationships

#### Internal

- Programme Team
- IT Infrastructure

- IT Application Support
- Information Security and Governance
- Performance, Data & Analytics department
- Finance teams
- People & Organisation teams
- Fundraising senior teams
- Caring Services senior teams
- NST Programme

#### **External**

- ERP Platform vendor
- ERP Integration partner
- Legacy Finance provider
- Legacy HR provider
- Legacy Payroll provider
- Various Fundraising systems providers
- Various NST platform providers

### **Accountabilities (Duties & Responsibilities)**

#### **Lead Solution Design and Build**

- Obtain approval for the Solution Design from BOT programme leadership and initiate appropriate control change
- Develop and project manage a set of activities and deliverables which could include:
  - Data transfers and transformations
  - Interface specification, design, build and test
  - Documentation on process and data flows, procedures, workflows
  - Support 'handover' documentation
  - Documentation on risks mitigations, recovery strategies
- Collaborate with the programme team and other agencies to ensure delivery achieves the objectives of the solution
- Work closely with the programme team, the business stakeholders and system suppliers to develop a solution for BOT, including but not limited to:
  - Platform instances and environments
  - Security and infrastructure platform aspects
  - Solution landscape by phase (systems, process and interfaces)
  - Detailed functional configuration and test plans
  - Interface specifications, designs, testing, deployments
  - Middleware specifications and designs and testing
  - Business intelligence and reporting designs and testing
  - Business process impact / changes to working practices
  - Master data management implementation
  - Definition of operational support and design of the required op support organisation
- Define rules and approaches to support the phased and incremental rollout of the solution
- Ensure design authority is in place and effective to quality control all software and configuration designs
- Identify controls required to mitigate errors / omissions with the solution and/or its rollout

- Input to and align with the broader BOT functional testing strategy
- Generate and maintain the artefacts that capture the various elements of this solution design including risk logs, issue logs, decision logs

### **Ensure Marie Curie requirements match the proposed ERP platform**

- Capture the High Level Design in a set of diagrams, tables and documents that can be explained and walked through with stakeholders
- Ensure effective linkage is in place between functional and configuration solutions, and the broader based data integration solutions such as Interfacing, Business Intelligence and Master Data Management
- Create a mapping between platform functions and MC stated business process flows and requirements
- Work with programme Data Lead to influence platform and integration vendors; sell solutions to stakeholders; co-design effective designs and testing strategies

### **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and no behaviour that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Complete data protection training and maintain a good understanding of information governance guidelines and processes.
- Provide detailed documentation for technical and non-technical processes
- Maintain good working relationships and effective communication, both within Marie Curie and external partners and stakeholders
- Ensure that Marie Curie standards are attained and all policies and procedures are carried out
- Exercise the highest level of confidentiality at all times
- Undertake such other duties as may be required by the BOT Systems Lead and deputise where required

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.**



## Marie Curie Person Specification

### Job title: Cloud ERP Integration Project Manager

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>• Owning and delivering complex, enterprise-scale solutions, including system integrations and data migrations</li> <li>• Creative minded with advanced data analytical skills</li> <li>• Establishes strong stakeholder relationships</li> <li>• Understands business needs and defines solutions to meet them</li> <li>• Able to produce exceptional project documentation</li> <li>• Able to communicate with both technical and non-technical staff and translate requirements/challenges between them</li> <li>• Tactful negotiator capable of navigating a path through conflicting opinions and deadlines</li> <li>• Ability to set deadlines for self and team and ensure delivery to tight timelines</li> <li>• Good level of technical delivery tools</li> <li>• Ability to develop and work within set guidelines and systems</li> <li>• Ability to develop and maintain effective relationships with colleagues and others</li> <li>• Attention to detail</li> <li>• Flexible, responsible, reliable and able to work without supervision</li> <li>• Willing to work as part of a team to achieve common goals</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Strong PM practitioner with well-formed approaches incl tools like Jira</li> <li>• Excellent knowledge of modern Cloud based ERP platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Oracle Fusion ERP Finance and HCM</li> <li>• Knowledge of non profit working models</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Qualifications, training and education	<ul style="list-style-type: none"> <li>• Educated to degree level or qualified by experience.</li> </ul>		<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Application</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Extensive experience of technical programme delivery</li> <li>• Experience of solution design and master data management</li> <li>• Experience of working with senior</li> </ul>	<ul style="list-style-type: none"> <li>• Oracle Fusion ERP Finance and HCM</li> <li>• Knowledge of fundraising systems and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

	stakeholders to understand requirements	<ul style="list-style-type: none"><li>• Knowledge of community delivered healthcare</li></ul>	
--	---	---	--



## Marie Curie Terms&Conditions

<b>Job Title</b>	<b>Cloud ERP Integration Project Manager</b>
Salary scale	MCJES Grade F
Contract	Fixed term 12 Months
Annual leave entitlement	25 days plus 8 bank holidays
Working hours	35 hours per week