

Title: Cross-Functional Digital Transformation Portfolio Manager

Level: Grade 6 to 8 (dependent on complexity)

Mercer Job Code: PPM02

Reports to: Transformation Leader

Position Overview:

We are seeking an experienced and dynamic professional to lead and manage our portfolio of digital transformation initiatives. This role will be responsible for driving cross-functional collaboration, overseeing the successful execution of strategic projects, and ensuring alignment with organizational goals. The ideal candidate will bring a blend of strong leadership, strategic thinking, and expertise in digital transformation to deliver measurable results.

Key Responsibilities:

- *Portfolio Management:* Oversee a diverse portfolio of digital transformation projects, ensuring alignment with business objectives, timelines, and budgets.
- *Strategic Planning:* Collaborate with leadership to define the digital transformation strategy and prioritize initiatives based on business impact and feasibility.
- *Cross-Functional Collaboration:* Act as a central point of coordination, fostering communication and alignment across departments, including IT, operations, marketing, and finance.
- *Change Management:* Develop and implement change management strategies to drive adoption of new processes, technologies, and ways of working.
- *Stakeholder Engagement:* Build strong relationships with key stakeholders to ensure their needs are met and expectations are managed.
- *Risk Management:* Identify potential risks and implement mitigation strategies to ensure project success.
- *Performance Tracking:* Monitor the progress and impact of digital transformation initiatives, leveraging data to inform decisions and improve outcomes.

Qualifications:

- Bachelor's degree in business administration, information technology, or a related field (Master's preferred).
- Proven experience in managing digital transformation projects or programs.
- Strong understanding of project management methodologies (e.g., Agile, Waterfall).
- Exceptional leadership and interpersonal skills, with the ability to influence and inspire cross-functional teams.
- Excellent problem-solving abilities and a results-oriented mindset.
- Strong communication skills, both written and verbal.