

Job Description

Job Title:	Data Project Manager (Fixed Term - 24 Months)
Reporting to:	Head of Data
Team:	Business Growth, Data and Change
Direct Reports:	None
Budget:	Project budgets as assigned
JD date reviewed:	September 2026
Job Level:	16

Job Purpose

The Data Project Manager will lead the successful delivery of Eastlight's Data Programme and associated data, analytics and business intelligence projects. The role will be responsible for planning, coordinating and delivering projects that improve data quality, reporting, governance and insight capabilities across the organisation.

Working closely with the Head of Data, CIO, business stakeholders, suppliers and technical teams, the postholder will ensure projects are delivered on time, within budget and to agreed quality standards while achieving intended business outcomes.

The role will act as the focal point for programme governance, supplier management, delivery assurance, change management and stakeholder engagement, ensuring Eastlight realises the full benefit of its investment in data, analytics and modern data platform technologies.

Key Strategic Responsibilities

- Support delivery of Eastlight's Data Strategy and Data Programme roadmap.
- Lead project planning and delivery activities for data platform, reporting, analytics and data governance initiatives.
- Establish robust programme governance, reporting and assurance arrangements.
- Ensure projects deliver measurable business benefits and support organisational priorities.
- Work collaboratively across departments to embed a data-driven culture and improve decision-making.
- Support organisational transformation through effective implementation of data and technology change.
- Provide project management expertise and guidance across multiple workstreams and suppliers.
- Ensure project delivery aligns with Eastlight's project methodology, governance framework and strategic objectives.

Key Functional Responsibilities

Project Delivery

- Develop and maintain detailed project plans, schedules and milestones.
- Coordinate resources, activities and dependencies across multiple workstreams.
- Manage project scope, risks, issues, assumptions and change controls.
- Ensure projects are delivered within agreed timescales, costs and quality parameters.
- Facilitate project meetings, workshops and governance forums.
- Produce accurate and timely project reporting for senior leadership and governance groups.
- Monitor project performance and implement corrective actions where required.

Programme Governance & Assurance

- Establish and maintain programme documentation and controls.
- Ensure effective governance and decision-making processes are in place.
- Coordinate project assurance activities, reviews and audits.
- Track progress against agreed benefits and outcomes.
- Support preparation of reports and papers for Leadership Team, Executive Management Team and Board Committees.
- Maintain project RAID logs and delivery dashboards.

Supplier & Contract Management

- Manage relationships with external suppliers, consultants and implementation partners.
- Monitor supplier performance against contractual obligations and agreed deliverables.
- Coordinate supplier activities to ensure effective delivery and value for money.
- Escalate supplier risks and performance concerns where necessary.
- Support procurement and contract management activities.

Stakeholder Engagement & Change Management

- Build effective relationships with business leaders, operational teams and technical specialists.
- Facilitate requirements gathering, workshops and stakeholder engagement activities.
- Develop communication and engagement plans to support project delivery.
- Ensure users are prepared for change through training, support and adoption activities.
- Promote collaboration between business and technology teams.

Risk & Financial Management

- Manage project budgets and expenditure in accordance with governance requirements.
- Monitor financial performance and forecast project costs.
- Identify and manage risks, dependencies and delivery constraints.
- Develop mitigation plans and ensure actions are completed.
- Ensure lessons learned are captured and embedded.

Communication & Collaboration

- Build and maintain strong relationships with data users, business stakeholders and technical teams, fostering collaboration to develop the data infrastructure and successfully deliver new capabilities that support organisational objectives.
- Develop key relationships with external partners
- Collaborate with cross-functional teams to understand data requirements and deliver actionable insights.
- Collaborate with internal teams to gather requirements and translate them into technical solutions.

Person Specification

Education and qualifications

- A Degree (Level 6) or equivalent experience
- Project Management qualification (PRINCE2 Practitioner, APM PMQ or equivalent experience)
- Agile Project Management qualification.
- Managing Successful Programmes (MSP).
- Change Management qualification.

Experience

- Proven project management experience delivering complex technology, data or business change projects.
- Experience delivering data, analytics, business intelligence or cloud platform projects.
- Experience of Microsoft Azure, Fabric, Power BI or modern data platform technologies.
- Experience within social housing or regulated sectors.
- Knowledge of data governance, data quality and information management principles.
- Experience supporting programme management and portfolio governance.
- Experience managing multiple stakeholders across operational and technical environments.
- Experience of supplier and contract management.
- Experience managing project risks, issues, budgets and dependencies.
- Excellent stakeholder engagement and communication skills.
- Experience delivering organisational change and business transformation initiatives.

Knowledge and Skills	The post holder will possess strong project and programme management skills, with experience of governance, financial management, risk and issue resolution, supplier and stakeholder engagement, and organisational change delivery. They will be an effective communicator with strong influencing, problem-solving and prioritisation skills, alongside a sound understanding of data warehousing, data modelling and modern data platform delivery. The role will champion continuous improvement, ensuring successful delivery of data-driven solutions that support business performance and strategic objectives.
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