

Job Title: Requirements Manager
Department: Digital
Based: Hartlebury
Reporting to: Head of UX & Design

PURPOSE

As a member of our UX & Design team, you will be responsible for helping our award-winning Digital team delivery high quality, user-centric experiences to our extensive and ever growing list of clients (including high-profile names such as Lloyds Banking Group, BT, EE, Sainsbury's and Jaguar Land Rover, to name just a few). This is a highly varied role in an exciting, fast-paced multi-service communications agency, and is crucial in ensuring that we continually deliver the right products and solutions for both our clients and their audiences.

In addition to defining and managing the requirements of digital platforms (including websites, apps, AR experiences and games), this role provides the opportunity to get involved in projects from day one and shape the direction of the final product.

PRINCIPLE DUTIES

- Analysing and formulating requirements, risk analysis and compliance
- Manage documentation for auditing and product control on-going throughout the project delivery
- Review and creation of requirements specifications and user stories
- Identification and improvement potential
- Optimisation of the requirements gathering process
- Execution of requirements reviews
- Presentation of documentation to clients and stakeholders
- Active participation in project reviews and quality control gateways to ensure delivery is consistent with planning documents.

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

EXPERIENCE

- Previous experience as a requirements manager or solutions architect
- Experience collaborating with multiple stakeholders across multiple projects

SKILLS & CHARACTERISTICS

- Abstract logical way of thinking
- Keen organisational ability
- Strong leadership qualities
- Ability to manage client and stakeholder expectations against budget
- A passion for the detail, with a passion to innovate and drive forward new ideas, in-line with our rapidly evolving industry
- A friendly and approachable personality with excellent customer service skills, particularly with non-technical clients and individuals
- A methodical, level-headed approach to conflicting views and opinions
- A positive attitude to challenging situations
- A determination to do what is right for the end user, balanced with the ability to compromise when situations require

DATA SECURITY

At all times you must work within the guidelines set out in the DRPG's Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

HEALTH AND SAFETY

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

FURTHER NOTES

The role will be based primarily in our Worcestershire Office and will require regular travel to other office locations. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest fully integrated, award winning communications agencies. From the strategic communication consultancy to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

The **DRP Group** is an equal opportunities employer.