JOB DESCRIPTION

Head of Digital / Digital Transformation Manager

RESPONSIBILITIES

• You’re leading the design, technical development, and launch of innovative products for the European Film Academy, its subsidiary company European Film Academy Productions, and its current and future projects.

• As a product owner, you’re prioritizing features, you build consensus, and co-ordinate product schedules with engineers, designers, and the team.

• You lead an agile team consisting of designers, developers, project managers and other specialists: you combine the know-how of technical feasibility and implementation with the disciplines of marketing and sales in a target-oriented manner.

• You develop together with a team of product managers, software developers and UX designers completely new tech solutions and implement new digital features in agile Scrum and Kanban processes.

• Through the sensibly managed integration of external service providers and the continuous further development of this relationship, you and your team will be able to efficiently combine individual digital products into an ecosystem and lead them to go live.

REQUIREMENTS

• After your studies you have already gained several years of experience as a digital manager in the development and implementation of projects in the field of B2B or B2C software applications.

• You have a hands-on mentality, very good analytical skills, and can quickly learn new complex issues. You like working in dynamic companies with big ambitions.

• You’re able to execute and deliver results – as opposed to only creating nice strategy ideas. You’re always up to date on the status of the work and know what’s coming next. You keep your team focused and productive, identify blockers, and adjust plans in order to achieve the goal. You know how to escalate when a project is going off track.
• You’re experienced in building and shipping user-facing apps, web applications and platforms.
• You’re familiar with time and budget management, preparing status reports at regular intervals.
• Optimizing processes and improving efficiency is a natural part of how you think and work when it comes to offering solutions.
• You’re strong at stakeholder management. You understand our motivations and needs. You build trust with stakeholders by properly advocating for all stakeholders involved.
• Your communication skills are top-notch. You’re able to deliver the right message with the right level of detail to the right audience. You can translate business and user needs into technical requirements and vice versa and share them with clients, designers, and engineers alike. You document goals, objectives, and decisions so that your team and the client stay on the same page.
• You’re equally comfortable reading analytics, API documentation, Jira tickets, Confluence, and user research.
• You have a strong proficiency with Cloud Business Software (e.g. Google Workspace, Microsoft Office 365).
• You have a strong proficiency with Project Management tools (e.g. Boards, Milestones, Jira, Roadmaps, User Stories, Diagramms), Git tools (e.g. GitHub, GitLab) and Design tools (e.g. Figma, Sketch).
• You have experience coaching multi-disciplinary project teams through thick and thin. You thrive on cross-discipline collaboration. Great software is built by multi-faceted teams. You build strong relationships with your design and engineering counterparts. You rely on the expertise of your teammates to deliver the best product.

For this job, we’re looking for someone who defines themselves or is or is highly skilled in:

- Ability to prioritize and work on parallel projects
- Achievement-driven
- Budget management and control
- Collaboration
- Communication
- Confidence
- Contract controlling
- Co-ordinating and facilitating meetings and reviews
- Curiosity
- Data-driven
- Efficiency
- Empathy
- Entrepreneurship
- Getting things done
- Goal- and results-driven
- Flexibility
- Managing cross-functional teams
- Negotiating
- Organization
- Planning
- Problem-solving

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Project management
Simplifying complex workflows
Reliability
Strong communication skills
Team working
Tech savviness