



Digital Collaboration Manager

Location: Eastern US

About TM Forum:

TM Forum is the global member association for digital business. We provide a platform for hundreds of global members across a wide range of industries – communications, technology, cities and municipal government, insurance, healthcare, and so on – to collaborate and partner to co-create, prototype, deliver, and monetize innovative digital services for their billions of customers.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Position Summary

We are looking for an accomplished individual with a wide range of skills who is likely to have Project &/or Product Manager experience and who is passionate about industry collaboration to build a library of digital assets. You will lead and work with leading global telecom, IT and service company professionals in cross-functional teams to define and design digital assets using agile principles to deliver the TM Forum vision and strategy.

Specific Responsibilities

Leading collaborative work to shape and develop and programmatically deliver digital assets and products. Managing delivery and release timetables working with the Member Collaboration Team Leads; proactively reaching out to and working with TM Forum Members to generate continued engagement, solicit user stories and requirements, derive general principals and guidance, potentially down to detailed data models, API definitions, etc. Also to onboard new Members, train Member contributors and Team Leads and provide ongoing timely communications; works to the TM Forum Collaboration Cadence Model to ensure timely release expectations.

Scoping / Planning:

- Work with Program Directors, Steering Groups, SMEs and Collaboration Member Team Leads and their teams to understand and help shape Member needs and requirements
- Consolidate Member needs and requirements to translate into strategic Release Plans and Roadmaps, creating Strategic level Project Charters
- Work with Program Directors, SMEs and Collaboration Member Team Leads and their teams to develop strategic Release Plans and Strategic level Project Charters into detailed Release Plans and Project Charters
- Plan and create agendas for Team Action Days and Weeks, tied into strategic or detailed Release Plans, Roadmaps and Project Charters

- Prepare evaluations and models to help score and assess Member and Industry value, uses value to help shape and prioritize and help unify Member ambitions
- Works with Program Directors, SMEs and Collaboration Member Team Leads and their teams to manage and prioritize back-log registers
- Analyze and review Catalyst proposals, help to comment, shape and mold, as appropriate or possible to ensure catalysts help deliver the project and TM Forum vision and strategy
- Create buy-in for the product vision both internally and with key external partners

Skill Requirements:

To succeed in this role, post holders are likely to have a proven track record in most of;

- experience in project management
- experience in product management
- understanding and/or hands-on experience in telecoms, software, hardware or IT development
- strategic thinking and planning and working within 'grey' environments to establish direction
- competitor and business analysis skill
- managing people both direct line and matrixed and especially working effectively with cross functional teams in a globally-matrixed organization
- excellent leadership and team building skills naturally working cross-boundary, cross groups and cross silos
- experienced facilitator who can use a range of techniques who is sensitive to cultural differences and is influential yet neutral
- creative problem analysis and solving
- risk and issue management
- presentation skills including communicating recommendations to executive management
- excellent written and verbal communication skills
- coaching skills
- Bachelor's degree or equivalent (business, engineering)

For immediate consideration, please email your resume to recruit@tmforum.org.
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