

Project Board Member – Membership Database

The Project

The Institution of Civil Engineers is required to replace its primary membership management system. After 19 years of use and development, the ICE's current membership management system, MEMSYS, needs to be changed and with membership figures now at over 94,000 a new solution that will better serve the Institution is being sought.

MEMSYS powers MyICE - the secure web portal used by Members, applicants and those booking events. It supports a range of high-volume online payment and application processes including subscriptions, training agreements, application and review processes, events and Initial Professional Development Processes.

The information held in MEMSYS feeds into many other ICE systems and those used by our commercial team in Thomas Telford Ltd, including the Virtual Library, the ICE Library, and the ICE Virtual Learning Environment (VLE), as well applications that we use to manage member preferences and communications.

The Role

The Institution of Civil Engineers is seeking an ICE member to join the Project Board to oversee the tender, development and introduction of a new membership database solution.

The Project Board is chaired by ICE Senior Vice President and the successful candidate will contribute their expertise to this group to provide independent oversight of the project.

The Candidate

We are looking for an outstanding individual who can demonstrate experience of most, if not all, of the following:

- A demonstrable record in the implementation of large-scale (>£1m) IT projects.
- Experience of large-scale procurement initiatives and/or cultural change programmes.
- Programme and project management across different service sectors with a focus on customer orientated solutions.
- Experience of commercial risk management.
- Understanding and demonstrable experience of good corporate governance – ideally holding a relevant professional qualification.

Whilst this experience is extremely important to the Board, the personal attributes of the candidate are paramount, and the individual must have:

- An open, honest, friendly, questioning and challenging approach.
- A leadership style and approach to doing business that fits with the Institution's values and principles.
- Is sympathetic to the ethos and risk appetite of a not-for-profit organisation.

Involvement

It is expected that board members will attend regular monthly Board Meetings, which typically last for one - two hours with longer sessions at critical project points.

This position will not be remunerated but travel expenses will be paid.

Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

Applications:

To apply please e-mail buildyourfuture@ice.org.uk