

Digital Solutions Manager

Department	Business Analysis (and part of wider IT team)	Start	ASAP
Location	Lutterworth/Hybrid (Possibly 1-2 days remote)	Reporting to	Head of IT
Hours	37.5 Hours per week Mon-Fri (9am-5pm)	Salary	£45,000.00

About the Role

We are seeking an experienced and driven Digital Solutions Manager to lead our Business Analysis (BA) team and drive excellence in product development and strategic planning. This role is pivotal in managing business requirements, overseeing project delivery, and ensuring alignment between stakeholders and development teams.

At Elmhurst Energy, software is at the heart of what we do. Our expertise in IT applications is central to our business success, supporting our position as industry leaders in building energy rating solutions. As Digital Solutions Manager, you will provide leadership, strategic direction, and process improvements to the BA team, working closely with our external development partners and internal stakeholders.

What can I expect to do in the role?

As Digital Solutions Manager, you will contribute to Elmhurst's strategic objectives by managing the BA team and ensuring effective project execution. Your responsibilities will include:

- Lead and inspire the BA team to meet performance targets and business objectives.
- Set targets, develop performance measures, and monitor progress.
- Build a high-performing and motivated team through clear communication and coaching.
- Oversee the gathering, documentation, and analysis of business requirements for software solutions.
- Support and refine product development processes, ensuring timely and high-quality software releases.
- Work with stakeholders to deliver well-structured business reviews and strategic roadmaps.
- Collaborate with internal teams, regulatory bodies, and external development partners to ensure compliance and industry alignment.

- Engage with trade groups, government departments, and integrators to influence and respond to industry developments.
- Manage relationships with external suppliers, including our software development partner
- Assist in developing and refining the software delivery process.
- Effectively manage own time, workload, and team resources.
- Perform any other duties as reasonably required by the Head of IT or a Director.

About you

We are looking for a strong leader with a passion for business analysis, product development, and stakeholder engagement. The ideal candidate will have:

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- ✓ Proven experience in business analysis, project management, or software product management.
- ✓ Leadership skills, with a track record of managing and developing high-performing teams.
- ✓ Strong analytical abilities and experience in gathering and translating business requirements.
- ✓ Excellent communication skills, capable of engaging with technical and non-technical stakeholders.

Preferred skills and qualifications:



- ✓ Previous experience working in a similar position
- ✓ Degree educated ideally in a relevant field.
- ✓ Project Management Qualification or relevant experience
- ✓ Background in energy efficiency, sustainability, or related industries.
- ✓ Proficiency in using business analysis tools and software.

Application process

- Closing date for applications **1st June 2025**
- Our preferred application route is through our careers page on our website. Alternatively send your CV with introduction to HR@elmhurstenergy.co.uk
- First stage: We like to start with an initial 10 to 15 minute on line Teams meeting. This will cover the basics and make sure the role is what you are looking for and is worth pursuing further for both of us.
- Second Stage: Successful candidates will then be invited to attend an in person interview at our offices in Lutterworth

Details of holidays and benefits are available on the [Careers page](#) of our website