

Post Title:	Project Manager
Grade:	7

Job Description

2.1. Purpose

The Project Manager will be responsible for the definition, documentation and end to end delivery of small/sub IT related business change initiatives within the University Group, applying both Agile and Waterfall methodology where appropriate to the delivery.

The post holder will be expected to define and manage multiple concurrent IT related projects, to meet identified business needs; achieved through planning, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, time and quality.

The post holder will engage with all areas of the University Group assist with the development of ideas

2.2. Main Duties and Responsibilities

1. Defines, documents and carries out projects or sub-projects, alone or with a small team, actively participating in all phases
2. Agrees project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate. Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.
3. Identifies, assesses and manages risks to the success of the project. Ensures that realistic project plans are maintained and ensures regular and accurate communication to stakeholders, consistent with the methods in use (agile, waterfall, etc.).
4. Ensures quality reviews occur on schedule and according to procedure. Manages the change control procedure, and ensures that project deliverables are completed, and are signed off.
5. Identifies and monitors benefits against business case objectives. Supports stakeholders to ensure that all plans and deliverables are aligned to the expected benefits.

6. Responsible for ensuring effective business engagement throughout the project lifecycle. Initiates the business implementation plan, including all the activities that the business needs to do to prepare for new technical components and technologies.
7. Supports and assists Senior Project Managers with the scoping and business priority setting for large or complex changes. Identifies the establishment of a baseline on which delivery of a solution can commence. Ensures changes to baseline are properly assessed and approved before implementation.
8. Supports the creation of new products. Oversees one or more products or services, supporting the continued derivation of value from new products. Works with customers to support the development and maintenance of product roadmaps.
9. Helps establish requirements for the implementation of changes in the business process. Contributes to evaluating the factors which must be addressed in the delivery of change.
10. Monitors and maintains all required financial records for compliance and audit to all agreed requirements. Collates required financial data and reports for analysis and to facilitate decision making.
11. Ensures that all stakeholders adhere to IT strategic management approach and timetables. Collates information and creates reports and insights to support IT strategic management processes.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

2.3. Supervision Received

Line management is from the Head of Portfolio & Projects.

2.4. Supervision Given

Matrix & virtual line supervision of associated delivery and support teams.

2.5. Contacts

- IT Services staff, including Executive Team.
- University Group Leadership Team.
- Staff and students in other Schools / Support Areas of the University Group.
- External Suppliers and other education institutions.

3. Person Specification

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education & Qualifications</i>	<ul style="list-style-type: none"> • Educated to degree level in a relevant discipline with a professional qualification or substantial experience in related field in lieu of the above. 	<ul style="list-style-type: none"> • Postgraduate or professional qualification in a relevant discipline, or chartered member.
<i>Knowledge & Experience</i>	<ul style="list-style-type: none"> • Experience of managing end to end medium complexity projects. • Digital technology knowledge and its use to benefit business users • Business case development and funding submissions • Investment options appraisal, return on investment and benefits • Matrix Management 	<ul style="list-style-type: none"> • Working in a global environment
<i>Interpersonal Skills</i>	<ul style="list-style-type: none"> • Results oriented, adaptive and decisive. • Can resolve conflicts and problems. • Able to influence and negotiate at appropriate levels and also where resources may not be in direct control of this role. • Ability to build trust and display integrity. • Able to motivate others to deliver high performing teams and a high performance culture. • Ability to forge effective relationships in a complex matrix management environment. • Ability to work collaboratively and key team player. • Proven communication, and presentation skills. • Creative and innovative thinking. 	
<i>Job-related Skills, Abilities & Competencies</i>	<ul style="list-style-type: none"> • Proven analytical, planning and execution skills. • Proven leadership and management skills with the ability to develop, communicate and inspire staff. • Takes accountability and has strong sense of ownership. 	<ul style="list-style-type: none"> • A blend of business, IT, financial and communication skills. • Understanding business organisation, politics and culture.

	<ul style="list-style-type: none"> • Results oriented and a commitment to a high quality customer service • Ability to build and maintain broad network of business relationships. • Knowledge of customer behaviours, needs and expectations. • Ability to lead a team/discipline to quickly resolve complex problems in the provision of IT services. • Good understanding of current and emerging technologies and how other enterprises are employing them to drive digital business support. 	
<p><i>Other Requirements</i></p>	<ul style="list-style-type: none"> • A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required. • An appreciation of other cultures; the global reach of the University and its international agenda. • Ability to work flexibly and extended hours by agreement to meet tight, fixed deadlines or as required by service imperatives. 	