Post Title:	Senior Project Manager
Grade:	8

Job Description

2.1. Purpose

The Senior Project Manager will be responsible for the end-to-end delivery of large and complex technical and 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 projects, many of which will be large strategic IT projects involving institutional change, to meet identified business needs within agreed parameters of cost, time and quality.

The post holder will additionally own a balanced portfolio of products through to their end of life ensuring that an improvement roadmap of change is developed to form part of the overall University Group digital strategy. This will be enabled by the formulation of a product strategy, concept planning, product requirements capture, technical and operational design to implement the best solution to achieve business goals and user satisfaction.

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

2.2. Main Duties and Responsibilities

1. Plans, directs, and co-ordinates activities to manage and implement a project from contract /proposal initiation to final operational stage including the transition into "business-as-usual". Ensures that projects are managed to realise business benefits.

2. Takes full responsibility for the definition, documentation and successful completion of projects. Selects methods and tools, using iterative techniques where appropriate, ensuring that effective project controls are maintained.

3. Manages project resources and funding and manages expectations of all project stakeholders.

4. Promotes the change vision to stakeholders at all levels, to ensure benefits are realised as groups of projects deliver their products into operational use. Maintains the business case for funding the project and confirms continuing business viability of the project at regular intervals.

5. Ensures that there is effective business engagement throughout the project/product lifecycle. Facilitates/initiates the business implementation plan, including all the activities that the business needs to do to prepare for new technical components and technologies.

6. Creates and maintains detailed and baselined project management and resource plans. Tracks and reports against these activities to ensure progress.

7. Supports the creation of new products. Oversees one or more products or services, Facilitating the continued derivation of value from new products, working with customers and stakeholders to define and implement product roadmaps.

8. Facilitates scoping and business priority setting for large or complex changes, engaging senior stakeholders as required. Establishes a base-line on which delivery of a solution can commence. Ensures changes to base-line are properly assessed and approved before implementation.

9. Facilitates open communication and discussion between stakeholders, by developing, maintaining and working to stakeholder engagement strategies and plans. Negotiates with stakeholders at senior levels, ensuring that group policies and strategies are adhered to.

10. Leads procurement teams, facilitating tender, evaluation and acquisition processes. Supports supplier negotiations. Carries out benchmarking and ensures that supplier performance is properly monitored and regularly reviewed.

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
Education & Qualifications	• Educated to degree level in a relevant discipline with a chartered professional qualification or substantial experience in related field in lieu of the above. • Recognised qualification in project management	• Postgraduate degree.
Knowledge & Experience	• Experience of managing end to end high complexity projects • Experience of implementing business transformation. • Digital Transformation leadership • Board level reporting • Business case development and funding submissions • Investment options appraisal, return on investment and benefits • Matrix Management experience • Management of third party suppliers	• Working in a global environment
Interpersonal Skills	• Excellent communication skills both written and spoken • Tact and diplomacy with internal and external communities including high level contacts • Skill in establishing and maintaining cooperative working relationships, establishing rapport and gaining the trust of others at all levels •	•
Job-related Skills, Abilities & Competencies	• Strategic planner – business & technical • Able to lead cross functional and integrated project teams to maximise performance • Extensive IT skills with advanced level experience of using project applications	• Analysis of qualitative and quantitative data

	• Ability to identify, manage and deliver against stakeholder requirements • Highly organised and able to work under pressure. • Report writing and presentation skills • Ability to coach/mentor • Influencing skills • Creative thinker • Excellent analytical, strategic conceptual thinking, strategic planning and execution skills. • Exceptional leadership skills with the ability to communicate, inspire, motivate and develop project teams. • Takes accountability and has strong sense of ownership. • Results orientated and a commitment to a high quality customer service • A blend of business, IT, financial and communication skills. • Understanding business organisation, politics and culture. • Ability to build and maintain broad network of business relationships. • Knowledge of customer behaviours, needs and expectations. • Good understanding of current and emerging technologies and how other enterprises are employing them to drive digital business support.	
Other Requirements	• 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 Group and its international agenda.	