



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Programme Manager				
DEPARTMENT	ICT				
LOCATION	Brayford Campus				
JOB NUMBER	[TBC]	GRADE	8	DATE	October 2018
REPORTS TO	Head of Architecture and Programmes				

CONTEXT

The ICT Department has a headcount of 75 with an operational budget of approximately £6m and is responsible for the provision and support of ICT services across all departments and colleges of the University.

The University strategy describes an ambition that over the next five years the University of Lincoln will become a thought leader for 21st Century higher education. It will grow and enhance the wider student experience, trial and adapt new approaches to teaching. It will develop its approach to research through collaboration both within and beyond the University to create impactful research partnerships. The intention of the University's five-year plan is to experiment, innovate and explore new ways of working together so that by 2021 the University will be renowned for its innovation and leadership in higher education practice globally.

The University is now extremely reliant on digital services and tools in every area. The ICT strategy has created an approach to the development and delivery of digital services that removes the constraints previously placed upon the growth and development of the University.

The effective and efficient operation of the ICT services is critical to the success and continued operation of the University. Development of new and existing services and systems is required to support the achievement of the University objectives.

JOB PURPOSE

The role sits within the Project Management Office and the post holder is expected to have a good understanding of programme/project management methodology and knowledge across a broad range of ICT disciplines. The role will actively contribute to the successful delivery of projects across a number of high-profile ICT services to the university community.

The post holder will be responsible for delivering new initiatives and approved change projects, involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality. Working with the architecture and technology teams to integrate internally developed or commercial off the shelf solutions.

The role will also support the Project Management Office with the provision of support and guidance on programme and project management processes, procedures, tools and techniques.

The post holder will have overall responsibility for implementing key projects, with the support of more senior colleagues, for a number of elements of the ICT Service Catalogue; ensuring each service is delivered effectively to a high standard.

Autonomy

Has defined authority and responsibility for a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and delegates responsibilities. Is accountable for actions and decisions taken by self and subordinates.

Influence

Influences policy formation on the contribution of own specialism to business objectives. Influences a significant part of own organisation. Develops influential relationships with internal and external customers/suppliers/partners at senior management level, including industry leaders. Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance. This role is expected to be a role model to others across the department.

Complexity

Performs highly complex work activities covering technical, financial and quality aspects. Contributes to the formulation and implementation of IT strategy. Creatively applies a wide range of technical and/or management principles.

Business Skills

Absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk. Understands the implications of new technologies. Demonstrates clear leadership and the ability to influence and persuade. Has a broad understanding of all aspects of IT and deep understanding of own specialism(s). Understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation. Takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry.

KEY RESPONSIBILITIES

SERVICE MANAGEMENT

Takes accountability of a number of significant service areas to deliver a professional service including:

- Sets strategy for a significant area of responsibility in support of the University's goals, promotes the opportunities that technology presents. Prioritising and planning activity across a range of services to deliver on objectives
- Ensures that a Service Catalogue of all available services within own IT function is created, maintained, and used as the basis of the Service Level Agreements. Takes responsibility for command structure and escalation procedures, and ensures that the requisite operational methods, procedures, facilities and tools are established, reviewed and maintained.
- Actively seeks ways to exploit information technology to address complex business, organisational and technical issues, of both a conventional and innovative nature and assesses the impact upon the business.
- Contributes significantly to the overall budgetary control of services, including where applicable, charging of IT resources and services; tracking actual costs and revising forecasts. Contributes significantly to contract development and negotiation with third party suppliers.
- Change Management; co-ordinates the preparation of proposals for substantial changes, including both technical and commercial assessments. Accountable for ensuring that all changes within area of responsibility are carried out under the ICT change process.
- Problem Management; Analyses incidents and problems, and determines trends, initiating preventive action, to minimise the likelihood of recurrence.
- Setting of service levels targets; analysis of data to inform decision making & Continual Service Improvement measures. Ensure that the necessary processes and procedures are in place to maintain or recover the delivery of services in the event of major incident
- Uses negotiating skills and personal influence when representing the ICT department within the University at the highest level and representing the University externally

DESIGN & DOCUMENTATION

Takes a leading role and responsibility for the below areas:

- Recognises opportunities for the business, typically involving the application of technology across a very broad technical front and shows ability to define initiatives which will exploit such opportunities.
- Ensures that business benefits are clearly defined and appropriately quantified alongside outcomes.
- Takes responsibility for all aspects of systems specification and design, ensuring compatibility with enterprise and solutions architectures.
- Plays a major technical role in the assessment and selection of software packages.
- Provides expert advice to those engaged in activities where the technical specialism is applicable in IT and related areas such as budgetary and financial planning, legislation, and health and safety.
- Takes responsibility for the provision of quality assurance of activities involving the technical specialism.

PROGRAMME/PROJECT MANAGEMENT

Takes responsibility for the execution of large complex programme/project(s) covering:

- Takes responsibility for the delivery of high-profile projects and programmes of work, typically with large budgets, establishing and maintaining the correct structures to control and monitor the deliverables to the business.
- Leads project planning, scheduling, controlling and reporting activities for strategic, high impact, high risk projects, ensuring that comprehensive project plans are prepared and maintained.
- Liaises with management at the highest levels within the business, managing their expectations for projects.
- Contributes extensively to the annual planning and budgetary process for the IT functions and to the business strategy of the organisation as a whole, including strategies governing the direction and conduct of project management.

- Ensures that realistic project plans are prepared and maintained for projects and sub-projects. Monitors and controls team performance against plans. Maintains effective financial and project progress forecasting, and reports as appropriate.
- Developing and maintaining the appropriate environment to support project managers, including the processes and practices for managing projects and the training and coaching of project managers and teams.
- Ensures that the programme implements changes which achieve the objectives that have been set, meets real business needs and measurably improves service and business value.
- Ensures that the business benefits are realised within the terms of the business case which has justified the programme funding and the ongoing operational funding.
- Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are captured and appropriate action taken. Produces appropriate documentation to support these processes.

SECURITY ADMINISTRATION

Within area of accountability:

- Maintains knowledge and awareness of ICT Security policies & procedures and general data security legislation & regulations; always acting within these.
- Provides advice and handles most enquiries relating to most information security requests, referring to more senior staff for assistance.
- In consultation with senior security personnel, devises and documents new or revised procedures relating to security control of areas of responsibility, systems, products or services.
- Monitors the application and compliance of security operations procedures, and reports on non-compliance. Reviews information systems for actual or potential breaches in security, and investigates violations.
- Assists in the review and maintenance of policy, standards, procedures and documentation for security administration, taking account of current best practice, legislation and regulation.
- Recognises requirements for, and creates, auditable records, user documentation and security awareness literature for area of responsibility.

TEAM LEADERSHIP

- Carry out all administration and compliance requirements associated with the line management of individuals and to contribute to the tactical, operational and strategic resourcing requirements of the department as a whole.
- Consideration of individual welfare and pastoral care, including appraisal, training, development, disciplinary and performance management.
- Ensure effective bi-directional communication between team members and management.
- To support, motivate and enthuse staff within own team. Act as a role model for others in the department exhibiting appropriate behaviours and demonstrating 'The Lincoln Way'.

PERSONAL DEVELOPMENT

Develops and maintains knowledge and communicates the technical specialism by:

- Reading relevant literature and attending training.
- Attending conferences and seminars, meeting and maintaining contact with others involved in the technical specialism and through taking an active part in appropriate professional and trade bodies.
- Maintains an awareness of current developments in broad technical areas and takes significant responsibility for own personal development.
- Provides specialist guidance and advice to less experienced colleagues and users to ensure that work is conducted in an appropriate manner.

COMMUNICATION & PERSONAL NETWORKS

- Champions the benefits of technical specialism and plays a leading role in special interest groups concerned with the technical specialism and writes, or contributes to, articles and papers and speaks at conferences, user groups, or specialist subject groups.

- Communicates well, both orally and in writing, and responds to wide-ranging and detailed questioning relating both to own areas of specialisation and, at a more general level, to the wider field of IT both orally and in writing.
- Promotes the service within the University and creates strong personal relationships with the full range of senior stakeholders.
- Liaises with HE sector and external organisations and key suppliers to share ideas, compare approaches and develop best practice.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of the Role

The post holder will work flexibly, independently of location, in order to deliver on objectives.

Key Working Relationships/Networks

Internal	External
<ul style="list-style-type: none"> • ICT Senior Management • ICT teams • College staff (research, academic and administrative) • Professional service staff • Student Union • Students 	<ul style="list-style-type: none"> • Key Suppliers and Commercial Partners • Other institutions • Sector bodies (UCISA/JISC) • Relevant professional bodies • Represents the University at appropriate forums and makes a positive contribution to relevant sector/industry groups.



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Programme Manager	JOB NUMBER	[TBC]
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Educated to degree level or equivalent experience	E	A,I
Industry qualifications	D	A,I
Membership of relevant professional bodies	D	A,I
Experience:		
Experience of working within large complex programmes and projects	E	A,I
Experience of preparing and managing budgets	E	A,I
Proven record of delivering results within a given timescale	E	A,I
Experience of providing sound design solutions to complex issues	E	A,I
Experience of working in a large, challenging multi-site environment	E	A,I
Experience of managing large multi-disciplined teams including line management	E	A,I
Knowledge of the HE sector	D	A,I
Skills and Knowledge:		
Deep understanding of specific ICT disciplines	E	A,I
Excellent problem analysis and creative solving skills	E	I
Excellent programme/project management skills	E	A,I
Understanding emerging technology trends	E	I
Supplier relationship & negotiation skills	E	A,I
Knowledge of service delivery frameworks and methodologies	E	A,I
Excellent written and verbal communication skills	E	A,I
Relevant issues, developments and trends within the education sector	D	I,R
Competencies and Personal Attributes:		
Credibility and integrity	E	I,R
Positive and open in communication both verbal and written	E	I,R
Initiative and confidence	E	I,R
Analytical in approach to acquiring knowledge and information	E	I,R
Collaborative, able to build working networks	E	I,R
Commitment to service quality whilst adhering to internal procedures.	E	I,R

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	Matt Cavill	HRBA	[TBC]
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