Project Manager

Job Ref: REQ221107

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployed is identified.

Job Description

Job Grade: Management and Specialist Grade MA7

Job Purpose

To plan, schedule and manage student systems IT projects to agreed requirements, delivering to timescales, budget, acceptance criteria, quality criteria and contractual commitments.

Job Duties

- To manage student systems IT Projects taking responsibility for the successful completion of the programme of work. Establish and maintain the correct structures to control and monitor deliverables. Formally identify and schedule work, resolve issues, manage risk, report progress, ensure that objectives are met within agreed timescales and produce full and comprehensive documentation including comprehensive project, quality, and risk plans.

- To lead one or more project teams, including business analysts, software developers, testers and third-party suppliers, developing and maintaining resource plans and monitoring

- resources to ensure that they are contributing effectively. Allocate work and responsibilities to members of the project team. Monitor and control team performance and the quality of work against plans, taking any necessary action to resolve issues.

- To be accountable for the financial control and management of all elements of the project and the delivery of the agreed financial targets. Agree estimated resource requirements and costs with senior management and maintain effective financial and project forecasting, planning and reporting. Monitor actual project performance and progress against the plans, taking any necessary action to correct variances in quality, time scales or cost.

- To liaise with management at the highest levels within the university, managing their expectations for projects. Co-ordinate relationships with and between key stakeholders, during the design, management and implementation of business change.

- To develop and manage defined communication channels and stakeholder groups. Promote products and services at a high level, both internally and externally.

- To manage the various stages of solutions development from project board meeting to handover for production, i.e. strategy, analysis, design, build, document, transition and handover. Manage the project from initial requirement, through the various stages of specification of requirements, specification of design, through to implementation and training that may be required.

- To manage the development of software following agile principles and practice.

- To manage any procurements exercises, including the preparation of the invitation to tender, technical, contractual and financial evaluation of the proposed solutions.

- To report, in a timely and comprehensive manner, issues which could significantly impact programme and project plans in order to facilitate issue resolution.

- To provide regular reports on programme and project plans and progress for relevant departmental and University committees.

- To mentor, coach and support other project managers within IT Services, particularly those with less experience in following structured project management methodologies.

- To line manage as appropriate business analysts, software engineers and testers.

- To undertake any other duties which may reasonably be required by the Head of Student System.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibilities of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to Head of Student Systems and Product Management, Student Information Systems, IT Services .

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. The stages of assessment are as follows:

1 – Application
2 – Test/Assessment Centre/Presentation
3 – Interview

Area	Criteria	Stage
Experience	Extensive track record of successfully managing IT and software development projects in an IT department using PRINCE2 based and agile project management methods.	1,3
	Of working as an IT professional in an IT Department	1,3
	Of using a variety of project management tools and techniques e.g.work breakdown structures, MS Project, Kanban Boards	1,3
	Of cross-team working, influencing, managing and mentoring staff.	1,3
	Of managing projects in a complex environment.	1,3
	Of using a variety of project management tools and techniques e.g.work breakdown structures, MS Project, Kanban Boards	1,3
	Of cross-team working, influencing, managing and mentoring staff.	1,3
	Of managing projects in a complex environment.	1,3
	Of introducing major change in an IT services.	1,3
	Of ITIL based procedures relating to Project Portfolios, Change Management and Service Transition.	1,3
Skills and abilities	Ability to present information professionally and in a format suitable to its intended audience	1,3

	Ability to get on well with people, including under pressure.	1,3
	Analytical skills and ability to understand and translate compelex processes, systems and technology.	1,3
	Ability to understand and manage complex projects effectively and efficiently with minimal supervision and under pressure.	1,3
	Ability and eagerness to meet new objectives and learn new skills.	1,3
	Ability to communicate effectively with both IT and non-IT staff both verbally and in writing.	1,3
	Ability to get on well with people to develop ongoing constructive relationships and through resolving conflicts, including when under pressure.	
Training	Relevant project management certification.	1,3
Qualification	Degree with relevant IT content OR non IT Degree combined with relevant professional IT/project management qualifications and/or experience	1
Other	Compliance with relevant University policies.	3
	Knowledge of customer behaviours, needs and expectations, including focussing on the needs of the ultimate customer	3

Desirable Criteria

Area	Criteria	Stage
Experience	Of working in a Higher Educational environment or similar organisation	1,3
	Of alternative project management and software development approaches	1,3
	Of managing development in an Oracle environment e.g. PL-SQL, Oracle Forms, APEX, JavaScript	1,3
	Of managing the implementation, a code repository and release management process (e.g. GitLab/GitHub)	1,3
	Of understanding Student Information Systems	1,3
	Mentoring/coaching junior staff	1,3
	Line management	1,3
Skills and abilities	Ability to innovate and convince others of the argument for change.	3
Qualifications	PRINCE2/PMP	1
	ITIL v3	1
	SCRUM Master	1

Conditions of Service

The position is a full time and open ended. Salary will be on Grade 7, Management and Specialist per annum, £43,414 to £51,805 at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff Grade 7 and above, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found here.

The University offers a wide range of employee benefits which can be found here

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html

In addition, the University is supportive, wherever possible, of flexible working arrangements.
We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their university career. For further information on Athena SWAN see
http://www.lboro.ac.uk/services/hr/athena-swan/