Project Manager

GRADE 8

Job Purpose

To manage large scale projects or a significant project portfolio working across the University or College or Service to shape and ensure delivery.

Main Duties and Responsibilities

1. Responsible for leading the delivery of projects or a portfolio of projects: within agreed timescales, budgets and scope.

2. Administration of all project related documentation.

3. Driving the project lifecycle including project initiation; management of the project and its resources; agreement of the technical and quality strategy; establishment of robust delivery schedules and applying discretion in co-ordinating project delivery activities to meet project outcomes.

4. Management of project staff resources for large project teams often including external parties, providing: support, leadership and direction: developing plans for the delivery of required work and allocating the work according to resource type required, availability and skills; monitoring progress of work against plan, evaluating alternatives and initiating corrective action when required.

5. Communication with all relevant sponsor and stakeholder communities, including consultation and management of expectations; reporting to project boards, engaging and managing stakeholders from across the University

6. Provide Project Sponsors with regular project updates and briefings to make sure they have a clear understanding of the status and any emerging risks or issues for their Project.

7. Deployment of a robust and responsive risk management approach to identify, assess, monitor and actively manage risks.

8. Ensure that there are appropriate quality management processes in place to ensure that the final deliverables of projects comply with stakeholder requirements, appropriate legislation, University policies and procedures, and industry best practice.

9. Engage in reasonable professional development activities as appropriate.

10. To contribute to the enhancement of the University's international profile in line with the University's strategic plan

Qualifications

- Relevant Degree/postgraduate qualification, or equivalent in disciplines such as IT, management or HR.

- Project Management qualification and thorough understanding of project management methodologies.

Knowledge, Skills and Experience

- Management of complex projects across the full lifecycle with a successful track record of delivery.

- Ability to write detailed project plans and ensure these are agreed and communicated with the project team, project board and stakeholders.

- Demonstrably excellent analytical and problem-solving skills, bridging the gap between technical and non-technical.

- Leading change management in a large and diverse organisation.

- Ability to challenge the status quo effectively and develop innovative approaches.

- Relationship management, engaging and positively managing relationships with those delivering and affecting by change.

- Proven ability to liaise and cooperate with people across organisational boundaries.

- Creating and maintaining schedules of work as an active tool for staff delivering work packages.

- Leadership and motivational skills in formal and informal situations.

- Effective negotiation and diplomacy skills.

- Effective writing and communication skills to produce clear project management documents and sponsor and stakeholder focused content.

- Extensive knowledge and exposure to the IT system development lifecycle.

- Extensive knowledge across a range of information systems.

- SCRUM certification or PRINCE2 Practitioner certificate.

- Knowledge of Agile project management methodologies.