

JOB DESCRIPTION	
Job title: Senior Project Manager/ Portfolio Manager	Accountable to: Head of Project Delivery
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £51,052-£61,667	Grade: 7
Service: IT Services, OEA	Location: Elephant & Castle
<p>What is/Who are IT Services?</p> <p>University IT Services provides IT network and infrastructure for UAL. This includes computers and mobile devices, and applications to support the work of staff and students.</p> <p>The Programmes and Projects Team manages, on behalf of UAL, organisation change programmes and projects. These change initiatives involve implementing new IT as well as changes to ways of working.</p>	
<p>What is the purpose of the role?</p> <p>The postholder's main objective/s is/are</p> <ul style="list-style-type: none"> • Leading and managing a portfolio of independent projects involving substantial elements of IT from proposal through to delivery • Provide project management for one or more of the university's change projects • Provide line management to independent project Project Managers (those projects not a part of a programme) 	
<p>Duties and Responsibilities</p> <p>Portfolio Management</p> <ul style="list-style-type: none"> • Works with the Head of Programmes and Projects to identify, scope and cost new independent projects as a part of annual planning and ad hoc • Works with the Head of Programmes and Projects and Senior BA to ensure all independent projects are resourced • Is the escalation point for all independent Project Managers, working with senior stakeholders to remove blocks to the project and providing innovative and complex problem solving to support projects and project managers within the portfolio of independent IT projects • Represent ITS as a board member on project boards within the portfolio of independent projects • A member of the Programmes & Projects Management Team, taking a cross-team view and supporting the on-going development of a high performing team. <p>Collate and analyse risk across the portfolio of independent projects and work with the Head of Programmes and Projects to ensure managed appropriately</p> <p>Project Management</p> <ul style="list-style-type: none"> • Manage the most complex projects within the portfolio, those which deliver the greatest impact to UAL. • Define the scope of projects, develop project business cases, and create and manage project teams to deliver and embed change • Projects to be a minimum of 6 months duration and costing greater than £100K, and all will involve substantial IT elements and culture change across UAL's colleges. 	

- Prepare business cases which define benefits and solution options for achieving these benefits through development of new or changed processes, IT systems and culture change.
- Responsible for defining and gaining agreement on the scope and deliverables of the project.
- Identify the most appropriate approach to deliver the project e.g. Agile, Waterfall methodology, and deliver in accordance with the IT Services' project delivery processes and procedures.
- Plan and facilitate planning meetings and workshops. Prepare and maintain all appropriate project documentation e.g. Project Brief, Project Initiation Document, Project Plans etc., and present to the Project Board.
- Responsible for identifying and securing appropriate project team resources, and defining the roles and responsibilities of these resources to ensure successful delivery.
- Create and manage virtual project teams consisting of team members from across IT Services, other UAL departments and external IT suppliers, i.e. teams consists of technical internal and external staff, and staff from Colleges and other University Services' Departments.
- Manage the day-to-day drive of the project team, progress checking, and motivating them to achieve their objectives. Work with line managers and senior managers to resolve competing demands for staff resource.
- Responsible for the delivery of projects on time, within budget and to the agreed specification and quality. Ensure the timely and accurate completion of all project deliverables throughout the life of the project
- Establish, control, manage and monitor project timescales and budgets, considering dependencies and recommending and/or taking appropriate action to overcome delays, difficulties or cost over-runs.
- For the acquisition of new systems or for developments to existing systems and new contracts, work with Procurement to ensure best practice procurement and contracting is undertaken.
- Build close working relationships with external suppliers during the life of the project; monitoring the supplier's delivery against the agreed criteria, and work to resolves issues with late delivery or quality.
- Build and maintain strong relationships with key project stakeholders, to grow relationships vital to the success of the project. Develop and execute a stakeholder communication plan. Projects will involve cross college changes to ways of working.
- Responsible for the definition, planning and tracking of risks and benefits associated with the project.
- Develop and maintain productive working relationships with the project sponsors and project board during all phases of the project lifecycle.
- Provide regular progress reports to the Project Sponsor and Project Board; escalating appropriate risks and issues for board decisions or action.
- Assess requests for change by stakeholders, identifying drivers, costs and benefits, evaluating the priority, and assessing the impact of the request; where appropriate present the information to the project board.
- Ensure the transition of the project outputs into business-as-usual, and ensure all acceptance criteria have been signed off before the recommendation to go live is made.
- Undertake project closure, and lessons learnt reviews.

Line Management

- Manage, lead, motivate, develop and appraise team members, so that their individual and collective performance is of the required standard and meets the current and future needs of the business.
- Line manage project managers on independent projects (currently 4)
- Ensure best practice maintained on all independent projects

Other Conditions (*for senior staff, where appropriate*)

As a senior member of the University the following applies:

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites as necessary.

General

- Assume other reasonable duties consistent with your role, which may be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

- Head of programmes & Projects
- Associate Directors, IT Services
- Chief Information Officer
- Project Executives /Sponsor
- Project Board members
- Project teams
- Head of Architecture
- Senior Business Analyst
- University IT Services staff
- Senior stakeholders
- Finance and procurement staff

Specific Management Responsibilities

Staff: 4 grade 6 project managers (currently), matrix management responsibilities for BAs and PMO Staff

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Project Management qualification (e.g. PRINCE2 practitioner, AMP etc) • Agile project methodologies
Relevant Experience	<ul style="list-style-type: none"> • Demonstrable record of successful experience in: <ul style="list-style-type: none"> ▪ A wide range and variety of IT, Digital and Business Change Projects which span multiple years ▪ Defining and justifying projects, including business case creation ▪ Line management, coaching ▪ Managing a portfolio of projects ▪ Championing and driving projects; delivering user focused organisational change projects with substantial IT and culture change elements ▪ Building virtual teams to successfully deliver projects ▪ Prioritising workloads across multiple projects, and ability to organise time and resources effectively; creating detailed work schedules, and prioritising the activities needed to drive the project forward ▪ Fully transitioning and embedding change into operational teams ▪ Stakeholder Management at senior levels ▪ Budget Management ▪ Identification and measurement of benefits
Communication Skills	<ul style="list-style-type: none"> • Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and manages resources effectively to achieve long term objectives

Teamwork	<ul style="list-style-type: none"> Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: June 2018