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JOB DESCRIPTION	
Job title: Project Manager	**Accountable to**: Programme Manager
Contract length: Permanent	**Hours per week**: 35 **Weeks per year**: 52
Salary: £45,603 to £54,943 per annum	**Grade**: 6
Service: University IT Services, Programmes & Projects Team	**Location**: SE1

Who we are

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.

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.

What is the purpose of the role?

Define the scope of projects, develop project business cases, and create and manage project teams to deliver and embed change.

Expected 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. Will manage multiple projects at the same time.

Projects managed will sit within programmes, or as standalone project, and the method of delivery will depend on the nature of the project.

Duties and Responsibilities

- 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.

- Build relationships within the programme and with all other relevant programmes; keeping abreast of the implications of interdependencies.

- 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, lead the supplier tender processes. Work closely with the Finance Team.

- For new contracts, negotiate on the statement of works, the contract terms and conditions and contract value. Work closely with the Finance Team.

- 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.

- 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.

- Undertake day to day management and continuous personal and professional development, and to support staff you manage through effective use of the University's Planning, Review and Appraisal scheme, and staff development opportunities.

- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

- To undertake health and safety duties and responsibilities appropriate to the role.

- To work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.

- To 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.

Other Conditions

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.

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships

Managers and other staff; external partners and suppliers, with whom regular contact is required.

- Programmes & Projects Team members
- Chief Information Officer – University IT Services
- Associate Directors – University IT Services
- University IT Services Department
- Programme Management Teams
- Project Sponsors and Project Board members
- Managers and other staff at the University, including senior stakeholders
- Finance and Procurement Teams
- External development and software providers

Specific Management Responsibilities

Budgets: allocated project budgets

Staff: Manage virtual project teams, including contractors engaged for specific projects

Other (e.g. accommodation; equipment): None

Last updated: 22 March 2018

[Include structure chart if available/appropriate]

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	- Project Management qualification (e.g. PRINCE2 Practitioner, APM Practitioner, Agile Project Manager /Scrum Certification) - Information systems development methodologies e.g. Waterfall, Agile
Relevant Experience	Demonstrable record of successful experience in: - Defining and justifying projects, including business case creation - 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
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

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: 23 March 2018