university of the arts london

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Project Manager | **Accountable to**: Programme Manager

Contract Length: Permanent | **Hours per week/FTE**: 35 / 1 | **Weeks per year**: 52

Salary: £43,483 to £58,368 per annum | **Grade**: 6

Service: IT Services, Programmes & Projects Team | **Location**: SE1

Purpose of Role: Defines scope of projects, develops project business cases, and creates and manages project teams to delivery 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

- Prepares 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.

- Identifies the most appropriate approach to deliver the project e.g. Agile, Waterfall methodology, and delivers in accordance with the IT Services' project delivery processes and procedures.

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

- Plans and facilitates planning meetings/ workshops. Prepares and maintains all appropriate project documentation e.g. Project Brief, Project Initiation Document, Project Plans etc., and presents 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.

- Creates 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.

- Manages the day-to-day drive of the project team, progress checking, and motivating them to achieve their objectives. Works 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. Ensures the timely and accurate completion of all project deliverables throughout the life of the project

- Establishes, controls, manages and monitors 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. Works closely with the Finance Team.

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

- Builds close working relationships with external suppliers during the life of the project; monitoring the supplier's delivery against the agreed criteria, and works to resolves issues with late delivery or quality.

- Builds and maintains strong relationships with key project stakeholders, to grow relationships vital to the success of the project. Develops and executes 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.

- Develops and maintains productive working relationships with the project sponsors and project board during all phases of the project lifecycle.

- Provides regular progress reports to the Project Sponsor and Project Board; escalating appropriate risks and issues for board decisions / action.

- Assesses requests for change by stakeholders, identifying drivers, costs and benefits, evaluating the priority, and assessing the impact of the request; where appropriate presents the information to the project board.

- Ensures the transition of the project outputs into business-as-usual, and ensures all acceptance criteria have been signed off before the recommendation to go live is made.

- Undertakes 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.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

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

Specific Management Responsibilities

Budgets: Allocated project budgets

Staff: Manages virtual project teams. Manages contractors engaged for specific projects

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

Job Title: Project Manager   **Grade: 6**

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

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Updated: November 2015