

Job Description and Person Specification

Last updated: August 2019

JOB DESCRIPTION

Post title:	Senior Project Manager		
Academic Unit/Service:	Project Management Office - iSolutions		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
Posts responsible to:	IT Sub-Portfolio Manager		
Posts responsible for:	None		
Post base:	Office-based		

Job purpose
<ul style="list-style-type: none"> To successfully manage and deliver multiple concurrent large or technically complex ICT projects and programmes that deliver long term, strategy aligned outcomes. To work with senior staff to create governance and drive decision making in support of project planning and delivery that supports, reviews and defines strategic direction.

Key accountabilities/primary responsibilities	% Time
1. To manage project teams, stakeholders, finances, procurements and benefits to deliver successfully within agreed timescales.	20 %
2. To manage priorities, tolerances and escalations across multiple work streams while complying with project and technical architecture frameworks.	20 %
3. To be responsible for projects and programmes as agreed with the line manager. These activities will be large, business critical and possibly ambiguous in nature.	15 %
4. To communicate change with a wide cross section of the university using current and new communication methods as required. Stakeholders will include senior staff and external stakeholders.	15 %
5. To work with senior staff to keep projects and programmes aligned to strategy and to continually improve project processes.	10 %
6. To contribute to continual improvement working practices and to identify new project or technical developments in the sector for potential use within the University.	10 %

Key accountabilities/primary responsibilities		% Time
7.	To assist with the determination of new or replacement posts and selection of new staff for designated projects.	5 %
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<ul style="list-style-type: none"> The post holder will be expected to work as part of the project management and wider PMO teams. Strong internal relationships will need to be fostered with technical and business colleagues across the university to agree project aims and secure the resources to complete them. The post holder will be expected to work with IT manufacturers and suppliers in procurements and in subsequent project delivery. Relationships with colleagues in other institutions and related organisations should also be established.

Special Requirements
<ul style="list-style-type: none"> To maintain the relevant level of professional expertise and qualifications to discharge the duties and to agree with the Team Manager on a relevant professional development programme. Occasional out of hours working may be required to perform certain tasks on the system whilst minimising disruption to users. To work across multiple University campus sites.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to postgraduate degree.</p> <p>PRINCE2 Practitioner or equivalent professional Project Management qualification.</p> <p>Significant demonstrable experience of managing programmes or multiple dependent projects that deliver outcomes with large teams.</p> <p>Proven experience of delivering large, technically complex and initially ambiguous projects.</p> <p>Understanding of how projects and programmes support the objectives of the University.</p> <p>Able to appreciate University priorities and to apply these in managing work outcomes.</p> <p>Demonstrable experience of tracking</p>	<p>Experience of public sector procurement e.g. the OJEU Competitive Dialogue process.</p> <p>Experience of additional project management methodologies including Agile.</p> <p>Managing Successful Programmes (MSP) Practitioner qualification or equivalent experience.</p> <p>ITIL v3 or higher Foundation certified or experience working in an environment that uses best practice service methodologies such as ITIL.</p> <p>Lean Six Sigma Green Belt</p> <p>Knowledge of practices and drivers across the HE sector.</p> <p>Good technical knowledge, both hardware and software at enterprise scale.</p>	CV & Interview

	and forecasting project finances.		
Planning and organising	<p>Able to work autonomously, yet collaboratively with senior stakeholders to plan and manage major new projects or programmes, ensuring plans complement broader organisational strategy.</p> <p>Able to review and contribute to roadmaps and future plans using an understanding of long term aims and needs.</p> <p>Able to plan projects and/or programmes and maintain multiple plans to control activity and communicate project progress to a wide audience.</p> <p>Able to deliver to time, budget and quality expectations of project boards.</p>	<p>Experience of planning sprints and other agile activities.</p> <p>Able to interpret and align work to corporate and departmental strategy.</p>	CV & Interview
Problem solving and initiative	<p>Able to develop understanding of longstanding, technically complex or ambiguous problems and to apply professional knowledge and experience to solve them.</p> <p>Able to understand and evaluate current work streams across the team to find opportunities for efficiencies and improved delivery of future projects.</p> <p>Able to apply originality and experience to introduce new approaches to the delivery of projects and new services.</p> <p>Able to appreciate various university priorities and to evaluate and apply these in managing work outcomes.</p> <p>Professional, calm and clear-thinking under pressure.</p>		CV & Interview
Management and teamwork	<p>Able to create and motivate project teams and wider groups (e.g. user reference groups) to establish project commitment and buy-in throughout the project process.</p> <p>Able to define and agree packages of work with project teams and team managers to deliver against project plans.</p> <p>Able to work with other members of the project management team to</p>	<p>Experience of matrix management environments.</p> <p>Manage senior stakeholders to understand drivers and deliver strategic change.</p>	CV & Interview

	<p>manage inter project dependencies effectively.</p> <p>Able to provide expert guidance and advice to colleagues to resolve complex project issues.</p> <p>Able to manage team dynamics of both PMO colleagues and technical staff, ensuring any potential for conflict is managed effectively.</p>		
Communicating and influencing	<p>Ability to use influencing and negotiating skills to develop understanding and gain co-operation.</p> <p>Able to liaise with staff in technical and business areas affected by your projects so that work remains aligned to business need and project status is communicated effectively.</p> <p>Able to autonomously create communication material and plans for use with larger groups across the university.</p> <p>Ability to provide accurate and timely specialist information on complex issues.</p> <p>Able to persuade and influence in order to foster and maintain relationships.</p> <p>Able to resolve tensions and difficulties as they arise.</p>	<p>Ability to communicate to the whole organisation in a co-ordinated way.</p> <p>Ability to effectively present to large groups.</p>	CV & Interview
Other skills and behaviours	<p>Use of Microsoft Office 365 applications including: Outlook, Visio, Excel, Word, MS Project and Project Online</p> <p>Flexible and open to change yet with the ability to prioritise and focus on delivery.</p> <p>Confidence, experience and skills to take initiative, but know when to refer queries upwards.</p> <p>Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the university.</p>		CV & Interview

Special requirements	Some out of hours working may be required meet service level targets.		CV & Interview
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JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (e.g.: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles (e.g.: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (i.e.: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			