OUR REWARD PRACTICES/
JOB DESCRIPTION:
IT Project Manager

Generic role title:	IT Project Manager
Job family:	Administration, Professional & Managerial
Reference number:	KMMS-017-19
Grade:	Grade 7
Salary Scale:	£34,804 to £40,322 per annum
Contract:	Fixed term for 12 months Full time
School/Department:	Kent and Medway Medical School
Location:	University of Kent, Canterbury Campus and Canterbury Christ Church University
Line manager:	KMMS Project Manager or their nominee
Immediate line reports:	N/A
Anticipated start date:	As soon as possible

The Kent and Medway Medical School

Our vision for the Kent and Medway Medical School (KMMS) is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of patient-focused medical education. Lead by its Founding Dean, Professor Chris Holland, the School will open in September 2020, offering 100 undergraduate medical places on a yearly basis. The five-year undergraduate programme will be taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

The University of Kent is a leading academic institution. It was awarded a gold rating in the TEF and has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

Equality, Diversity and Inclusion

KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

Job purpose

The IT Project Manager for KMMS is responsible for the planning, execution, monitoring and delivery of IT projects, as part of the overall project to set up the medical school. They will have to work closely with IT development and support staff/teams at both the University of Kent and Canterbury Christ Church University to ensure that appropriate IT systems are in place for managing student data, user identity and student experience.

The post-holder will use an appropriate project management methodology in order to ensure that projects are effectively managed to achieve project objectives, outcomes and deliverables.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

		Frequency
1.	To develop and refine project proposals in collaboration with project sponsors, ensuring that all stakeholders are appropriately consulted and that each resulting project plan provides an accurate scope and full description of the project.	Monthly
Example duties:		
	1.1 Work with both universities to develop and deliver suitable specifications of KMMS IT projects.	
	1.2 Prepare and submit business cases and project plans to the appropriate KMMS management groups.	
	1.3 Regularly review progress against plans.	

2.	To coordinate and steer project activities including the work of other staff and contractors in order to deliver projects, including planned deliverables and objectives, in a timely manner, within available resources.	*Frequency*
		Daily

Example duties:		
2.1	Provide support and encouragement to project staff, to ensure that they achieve the aims, objectives and deliverables of each project.	
2.2	Liaise with, and coordinate, IT technical staff and third-party solutions providers and represent KMMS at meetings with suppliers.	
2.3	Ensure that all third-party products and services are procured, managed and administered effectively, in conjunction with university procurement teams.	

3.	To monitor and report on progress in a structured manner. In particular, identify and manage issues and risks and propose solutions so that projects progress to plan and budget.	*Frequency*
		Weekly

Example duties:		
3.1	Compare the use of third-party products and services against in-house models and estimate project costs, alongside IT Business Analyst and SME's from both Universities.	
3.2	Ensure that issues and risks are appropriately managed through the use of an issues log and risk register.	
3.3	Provide regular reports and updates to project sponsors and relevant boards, as appropriate.	

4.	To manage and report on project resources including project budgets in order to ensure projects achieve their objectives.	*Frequency*
		Monthly

4.1	Provide timely and relevant information on financial and other resources to project sponsors, project steering groups and KMMS management groups.	
4.2	Undertake financial modelling to assess the effectiveness of different service or resource management models.	
4.3	Ensure IT project plans are current and aligned with the wider KMMS Project Plan	

		Frequency
5.	To engage effectively with stakeholders in order to manage their expectations and encourage their support.	Monthly

Example duties:

5.1 Provide reports and updates to project stakeholders, as appropriate.

5.2 Prepare, participate and provide workshops, meetings and other ad-hoc activities relating to KMMS start-up.

5.3 Work with the IT Business Analyst to get stakeholder feedback and input as required.

		Frequency
6.	Lead and work collaboratively with University of Kent and Canterbury Christ Church University staff, NHS partners and contractors to plan and deliver improvements to facilities occupied by the Kent and Medway Medical School.	Daily

Example duties:

6.1 Ensure that resources from other IT teams are agreed and made available as required by project.

6.2 Liaise effectively with other university departments to deliver projects on time and within budget.

		Frequency
7.	Ensure project outputs are delivered to a high standard and meet, or exceed, customer expectations.	Daily

Example duties:

7.1 Obtain feedback from customers on proposed developments.

7.2 Use surveys, user experience (UX) and journey mapping techniques to obtain a clear understanding of customer requirements.

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: University of Kent and Canterbury Christ Church IT staff, professional services staff, academic staff, students

External: External contractors, staff from other HE/FE establishments, suppliers of goods and services

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Educated to degree level or equivalent experience	✔		A
Accredited project management qualification		✔	A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Proven record of accomplishment of project management; including project initiation, detailed planning and delivery within a library, information services department or Higher Education environment	✔		A/I
Experience of stakeholder consultation and feedback	✔		A/I
Experience of managing and motivating inter-disciplinary teams	✔		A/I
Ability to schedule and prioritise workloads in the face of conflicting demands	✔		A/I/T
Excellent IT skills, particularly Microsoft Office packages and project management tools	✔		A/I
Excellent oral and written communication skills, giving the post-holder the ability to deal confidently with a range of people at all levels.	✔		A/I
Ability to deliver complex activity to tight timescales with a minimum of supervision	✔		A/I
Ability to analyse and evaluate issues, situations and data		✔	A/I/T

Excellent negotiating and influencing skills		✓	**A/I**
Experience of a structured approach to identifying and managing risk		✓	**A/I**
Experience of budget management		✓	**A/I**

Additional attributes	Essential	Desirable	Assessed via*
Ability to work on own initiative, prioritising and managing time effectively	✓		I
Resilient under pressure and willingness to embrace change	✓		I
Innovative problem solver with the ability to optimise existing resources at both institutions	✓		I
A strong commitment to equality, diversity and inclusion	✓		I
Ability to exercise discretion and tact and maintain confidentiality whilst dealing with conflicting opinions and priorities	✓		I
Ability to articulate the School's objectives in a way that encourages others to engage with the vision	✓		I
Flexible, adaptable, able to deal with uncertainty and able to manage conflicting priorities and demands	✓		I
Ability to help shape an environment where less experienced colleagues can learn and develop		✓	I
A confident leader, able to manage senior level relationships effectively, build consensus and drive effective decision making in formal and informal settings		✓	I

*Criterion to be assessed via:
  A = application form or CV/cover letter
  I = interview questions
  T = test or presentation at interview