OUR REWARD PRACTICES/
JOB DESCRIPTION:
Project Manager (IT Infrastructure Capital Programme)

UNIVERSITY OF Kent | HR

Date created:	Date created
Date updated:	Date updated

Generic role title:	Project Manager
Job family:	Administration, Professional & Managerial
Reference number:	CSF-061-19
Grade:	Grade 7
Salary Scale:	£34,804 - £40,322 per annum
Contract:	Fixed term for 24 months Full time
School/Department:	Information Services
Location:	University of Kent, Canterbury campus
Line manager:	Project Support Manager or their nominee
Immediate line reports:	N/A
Anticipated start date:	As soon as successful candidate available

Job purpose

The Project Manager (IT Infrastructure Capital Programme) is responsible for the planning, execution, monitoring and delivery of projects, as part of the programme of work and initiatives to enhance and improve services to IT users.

The post-holder will use the IS project 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 in accordance with the IS project management methodology.	Monthly

Example duties:

1.1	Lead on the requirements gathering and specification of projects.
1.2	Prepare and submit business cases and project plans to the appropriate IS management groups, including the IT Management Group.

		Frequency
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.	Daily

Example duties:

2.1	Provide leadership and encouragement to project teams, to ensure that they achieve the aims, objectives and deliverables of each project
2.2	Liaise with, and coordinate, IS technical staff and third-party solutions providers and represent Information Services at meetings with suppliers.
2.3	Work with the University's Purchasing Office to ensure that the purchase of third-party products and services correctly reflect University financial regulations.
2.4	Ensure that all third-party products and services are procured, managed and administered effectively.

		Frequency
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.	Weekly

Example duties:

3.1	Compare the use of third-party products and services against in-house models and estimate project costs

3.2	Lead the assessment of the benefits and risks of using cloud services vs on-premises and make appropriate recommendations	
3.3	Ensure that issues and risks and appropriately managed through the use of an issues log and risk register.	
3.4	Provide regular reports and updates to project sponsors and programme boards, as appropriate.	

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

Example duties:

4.1	Provide timely and relevant information on financial and other resources to project sponsors, project steering groups and IS management groups.
4.2	Undertake financial modelling to assess the effectiveness of different service or resource management models.

		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	Work with the IS Quality and Marketing team in order to communicate more widely with students and members of staff.

		Frequency
6.	Lead and work collaboratively with Information Services staff, partners and contractors to plan and deliver improvements to services delivered by Information Services.	Monthly

Example duties:

6.1	Ensure that resources from other IS teams are agreed and made available as required by projects.
6.2	Liaise effectively with other University departments to deliver projects on time and within budget.

6.3	Deliver projects within the context of strategies, policies and processes in the areas of IT infrastructure, web and digital.

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

Example duties:

7.1	Obtain feedback from users on proposed developments.

7.2	Use surveys, user experience (UX) and journey mapping techniques to obtain a clear understanding of user 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: Information Services 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 an information services department or Higher Education environment	✔		A/I
Experience of budget management	✔		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
Ability to analyse and evaluate issues, situations and data	✔		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
Experience of managing projects that have a significant enterprise-level IT element		✔	A/I
Ability to deliver complex activity to tight timescales with a minimum of supervision		✔	A/I
Excellent negotiating and influencing skills		✔	A/I
Experience of a structured approach to identifying and managing risk		✔	A/I

Additional attributes	Essential	Desirable	Assessed via*
Enthusiastic, positive and self-motivated	✔		I
Commitment to equality, diversity and inclusivity	✔		I
A good understanding of the rapidly changing culture in Higher Education	✔		I

*Criterion to be assessed via:

  A = application form or CV/cover letter

  I = interview questions

  T = test or presentation at interview