Project Manager

Department: IT Services

Hours of work: Full time | 37 hours a week

Contract type: Fixed Term for 1 year

Salary: Grade 7 | £46,970 - £57,666 per year, plus a £6,000 market supplement

Grade: 7 **Ref**: 9107

Main purpose of the role

To provide expert project management to a high-profile, strategic digital and business change programme, the HR and Finance Transformation Programme. This is a complex and fast-paced programme consisting of multiple workstreams and projects that together will deliver a significant transformation of key services.

You will manage packages of work across one (possibly two) workstreams to deliver significant service improvements, ensuring all technical and business change components are executed seamlessly. By effectively managing relationships with project sponsors, system owners, and external partners, you will guarantee that projects meet their financial and operational targets while delivering sustainable value to the University.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

- Working with technical staff and other project stakeholders, follow agreed project management processes: plan, document, schedule and manage project activities, including cost estimation, project definition and change control.
- Manage progress and risk reporting to governance bodies such as project steering groups or relevant departmental management teams.
- Working with internal and external programme colleagues to ensure quality control mechanisms are in place to ensure that the finished solution fits with stated contract outputs and is fit-for-purpose at programme 'go live' .
- Identify and prioritise project risks and work with the programme team and other stakeholders to mitigate these risks.
- Coordinate the activities of the workstream team/s, ensuring high levels of communication, motivation, collaboration and performance.
- Oversee and track workstream activity and align with the wider programme activity through collaborative planning and execution.
- Provide oversight and control of any external suppliers or consultants and ensure that any internal prerequisites are in place to support their work.
- Monitor and report on benefits realisation throughout the project and conduct retrospectives to capture lessons learnt.
- Maintain up to date knowledge of technical developments and best practice in the relevant areas of IT ensuring that new systems and application developments are in line with the University's IT strategy.

2. University of York Responsibilities for Grade 7

Service and Operational Delivery

- Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.
- Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.

- Accountable for delivery of a service for a large or complex area or across multiple service areas.
- Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
- Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues

Continuous Improvement

- Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
- Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
- Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.
- Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.
- Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution

- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
- Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
- Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed

Collaboration and Communication

- Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
- Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.
- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
- Horizon scan to understand emerging legislation and regulation and support consideration of the University's response.
- Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation

- Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.
- Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.
- Lead initiatives/ projects that support/ contribute to process improvements or University-wide initiatives

Health and Safety

- All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety & Emergency Procedures.
- Where you are responsible for line managing people you will have a key role in implementing Faculty/Department local health and safety management arrangements and monitor and check the effectiveness of them.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Person specification

	Essential / Desirable
Role Specific	
Proven project management experience in a technical, customer-focused environment	**Essential**
Operating at a strategic level and interacting effectively with specialists and decision-makers	**Essential**
Working both independently and in a team-oriented, collaborative environment	**Essential**
Success in initiating and leading change	**Essential**
Enthusiasm, flexibility and the ability to work under pressure and adapt to the changing needs of the role	**Essential**
Hands-on approach and willingness to be involved and active at all levels	**Essential**
Experience of managing budgets, risks and external suppliers	**Essential**
Experience of reporting to steering groups or governance boards	**Essential**
Experience of coordinating colleagues who don't report to you	**Essential**
Degree or equivalent qualifications, or proven relevant experience in a relevant project management field	**Essential**
Professional qualification in IT project management, eg PRINCE2, APMQ	**Desirable**
University of York Person Specification for Grade 7	
Qualifications:	
Level 6 qualification. (Qualifications at this level include an undergraduate degree. Please view the full list.) We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.	**Essential**
Skills - demonstrates the ability to:	
Lead initiatives/ projects	**Essential**
Gather, analyse, interpret and report complex data/information	**Essential**
Use digital technologies including Google applications and/or Microsoft Office	**Essential**
Communicate to engage and influence others	**Essential**
Behaviours:	
Works collaboratively with others	**Essential**

Delivers a quality service	**Essential**
Develops self and others	**Essential**
Actively champions respect, inclusivity, equality and diversity	**Essential**
Identifies and implements continuous improvement	**Essential**