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| **Job title:**  | IT Project Manager  |
| **Reports to:**  | Head of Programme Management Office |
| **Department:**   | Information Services  |
| **Location:**   | Moulsecoomb Campus  |
| **Grade:**  | Grade 7  |

# Purpose of the role

To work as part of the team in Information Services managing business and systems change projects throughout the University. As an experienced project manager, you will be familiar with working with industry standard project management tools and methodologies to ensure projects are delivered to the highest quality.

You will use your strong communication, organisation and planning skills to manage large and complex IT related projects and stakeholder relationships through the project lifecycle. Exercising a great deal of leadership, independence, initiative and judgement, you will work closely with senior managers and balancing their interests with those of the University as a whole in ensuring mutual value and benefit in its IT system developments.

**Main areas of responsibility:**

* Following the agreed project management process and methodology, ensure that projects are delivered on-time, within scope and within budget.

* Ensure that project, change control and risk management processes are adhered to.

* Establish and maintain effective working relationships with a range of stakeholders - senior managers, service managers, academic and administrative staff to understand the business needs of the University.

* Develop project scope and objectives, and prepare business cases involving all relevant stakeholders and ensuring [technical feasibility.](https://resources.workable.com/digital-project-manager-job-description)

* Manage the procurement processes for specific projects, working in liaison with the Procurement team and other stakeholders.

* Produce regular reports and feedback to appropriate project boards and stakeholders.

* Develop a detailed project plan to track progress, ensuring resource availability and allocation.

* Establish and maintain relationships with third parties/vendors.

# General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR



The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**).

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| **Essential criteria**  |  |  | **A, I, E**  |
| **Knowledge, skills, and abilities** |   | A professional understanding of the practices, procedures and methods required for effective project management. Well-developed understanding of business analysis and requirements management. An understanding of benefits management and benefits realisation. Familiarity with change management approaches. Excellent organisational and project management skills Good interpersonal skills. Verbal communication skills, including presentation of technical issues for non specialist audiences. Excellent written communication skills, including demonstrable ability to analyse, collate and present information in a usable format. Ability to manage multiple concurrent projects.A proven ability to lead and facilitate discussion at senior levels of large organisations Able to work effectively with senior stakeholders, external parties and operational teams   | A, I  A, I  A  A A, I, E A, I A, I, E A, I, E  A, I  A, I    |
| **Qualifications**  |   | Degree or equivalent professional qualification / experience. Professional qualifications in Project Management (eg PRINCE2).   | A  A  |
| **Experience**  |     | Substantial experience of project managing complex business and IT technology transformation projects Experience of formal tendering/procurement procedures. Experience of change management processes. Project budget management experience. Risk management experience.  | A, I, E  A, I A, I A, I   |
| **Technical/work** **based skills**  |  | Excellent ICT skills including use of a range of IT tools for project management   | A, I  |
| **Other requirements**  |  | Commitment to the strategic objectives and values of the University Evidence of continuing personal development in career to date and commitment to ongoing personal development   | A, I   A, I  |



* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time post and is permanent
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities.](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx)
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades**  | **Basic entitlement per year**  | **Grades**  | **After 5 years’ service**  |
| 1-3  | 23 days  | 1-3  | 28 days  |
| 4-7  | 25 days  | 4-7  | 30 days  |
| 8-9  | 27 days  | 8-9  | 30 days  |
| Band 10 and above  | 30 days  | Band 10 and above  | 30 days  |

* More information about the department can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx)
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

# Date: January 2022