

**JOB DESCRIPTION FORM
CORPORATE SUPPORT SOLUTIONS LTD.**

Post Title	Project Manager	Grade	CSS Scale 8
Post No	CS0420P	Unit / School	IT and CIS
Directorate	IT, Information Management and Projects	Date	April 2019
Line Manager	Group Director IT, Information Management and Projects	Daily Supervision	Group Director IT, Information Management and Projects

Job Purpose:

To provide project management and project leadership for all projects and to ensure that project objectives are met within time, cost, and quality constraints.

- To ensure that appropriate project methodologies are defined and applied to projects.
- To maintain and update project plans, schedules, and resource plans, and to use these to exercise planning, monitoring, and control over projects.
- To maintain, distribute, and control appropriate and standardised documentation to enable transparent project audit and realisation of project objectives.
- To provide, regular, accurate, and informed progress reports on project progress and associated issues to management as appropriate.
- To monitor and document progress against stated and agreed business benefit.
- To consistently promote the application of outstanding process and methodology across the college.
- To actively foster good working relationships across the all teams in respect of consistent and quality delivery of projects and their outcomes.

General duties and responsibilities

1. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
2. To maintain professional standards and expertise by undertaking relevant professional development.
3. To maintain quality standards appropriate to the post.
4. To conform with the Health and Safety requirements relevant to the post.
5. To be responsible for the safeguarding and promoting the welfare of children and young people wherever applicable.

Specific duties and responsibilities – Project Management

1. To carry out all aspects of pre-project work including – project start-up, mandate analysis, project initiation documentation, feasibility studies, and business cases, and defining the appropriate standard process customisation for individual projects.
2. To carry out all aspect of project requirements analysis including requirements planning, work packages, and product descriptions.
3. To take a leading role in the assembling of project teams including negotiating for time with line managers, matrix management of project staff, and conflict resolution (in terms of staff project time vs. other activities).
4. To execute all aspects of project planning, monitoring, and controlling including – project planning using GANTT charts, scheduling, resource planning, and resource balancing.
5. To take overall responsibility for the management of project risk including risk analysis, assessment, tracking, allocation, and mitigation.
6. To take overall responsibility for project communications including communications plans, and leading on communications to project team members, key stakeholders, and beneficiaries.
7. To lead on measuring and quantifying project outcomes and benefits including implementing lessons learnt and communicating successes and positive outcomes.
8. To maintain clear, accurate, and consistent records of project progress and issues including standard “Daily Logs”.
9. To identify, capture, and then manage and implement lessons learnt such that project outcomes and the overall project process are subject to constant and continuous improvement.
10. To fully utilise, and to promote the use of, high end project productivity tools like MS Project.
11. On larger projects, to define, customise, enforce, and promote the use of configuration management for all management products and documentation.
12. To exercise exemplary budget management and cost control including management within agreed resource tolerance, budget reporting, budget out-turn and forecasting.
13. To lead on project quality include quality planning, quality control, and quality intervention planning.
14. To lead on project exception monitoring and escalation for all key project outcomes and tolerances including cost, resource, risk, benefits etc.
15. To lead on all aspects of project benefit management including – benefit identification, cross-referencing benefits to strategic goals, and also to project deliverables; to develop and maintain current, consistent, and accurate benefit maps and to report accordingly.
16. To maintain a view of project progress at a high level and a detailed level, and to develop and deliver milestone reporting including go / no-go recommendations.

17. To ensure that all aspects of project management, control, and governance contribute to the delivery of projects within time, resource, costs, risk, and benefit constraints.
18. To work with your line manager in the delivery of programme planning and management i.e. achieving a balanced portfolio of projects that mix risk, return, and business benefit to optimise the business benefit of collections of projects.

NB: This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.

PERSON SPECIFICATION FORM
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No.	Requirement	Proposed Selection Method *
	Qualifications	
1	PRINCE2 Foundation and PRINCE2 Practitioner Certification	A / I
	Knowledge and Experience	
2	Experience of project managing complex projects	A / I
3	Experience of managing projects within an educational environment	A / I
4	Experience of managing projects that include elements of, and cross-over between, Information Technology and Buildings, Estates, and Facilities	A / I
5	Experience of matrix management i.e. negotiating, securing, and managing project resources where the project manager does not have direct line management responsibility.	A / I
6	Experience of the full range of project management methodology including – <ul style="list-style-type: none"> • Project mandates • Project initiation documentation – business cases, feasibility studies • Project governance and organisation • Communications planning • Benefits planning • Configuration management • Daily logs, lessons learnt, and other project records • Risk management and planning • Quality management and planning • Requirements planning, product descriptions, work packages • Managing project budgets, budget planning and reporting, managing project tolerance • Benefits planning, management, and mapping 	A / I / T
7	Experience of techniques and processes to assist, empower and enable project management and project teams – <ul style="list-style-type: none"> • SWOT Analysis • GANTT charts, critical path analysis, resource balancing, resource plans • High end project productivity tools like MS Project • Brainstorming 	A / I / T

* A = Application Form, I = Interview, T = Test

- Project work-group facilitation
- Fishbone diagrams
- Rich Pictures
- Value Mapping
- Business Process Modelling
- Process charts
- Flow charts
- Use cases
- Balanced scorecards

8 A working knowledge of the tools and techniques used within the Lean Six Sigma framework during the analysis, design and implementation of business improvement A / I / T

Skills / Abilities

9 Effective prioritisation, time management A / I

10 Enthusiasm for technology, change, improvement, and customer experience A / I

11 Excellent team-working skills, diplomacy, self-motivation, and the ability to motivate others A / I

12 The ability to maintain accurate and comprehensive records A / I

13 Effective and highly developed analytical skills A / I

14 Highly organised and methodical A / I

15 Understanding of safeguarding and equal opportunities A / I

16 Excellent communications and interpersonal skills (including written, spoken, and all other channels) A / I

17 A tenacious approach to problem ownership and problem solving A / I

18 Ability to work in a non-discriminatory manner. A / I

19 The ability and willingness to undertake relevant staff development. A / I