Nottingham Trent University

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| **Job Description** |

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| **Post title:** Project Manager | | **Post No:** | |
| **Organisation Unit:** Digital Technologies | | **Date compiled:** | |
| **Grade:** I | | **Hours per week:** 37  **Weeks per year:** 52 | |
| **If fixed term, state duration:** 12 months | | | |
| **Immediate line manager:** Programme Manager  **Designation and grade of any staff supervised by the post holder:**  As a member of the Planning and Portfolio Service (PPS) you will be leading medium to large teams of resources from Digital Technologies (DT), the university, and at times managing contractors and consultants from third-party organisations. In addition, the post holder may manage and/or mentor trainee project managers and mentor staff (both within and outside of Digital Technology) leading projects.  **Job purpose:**  Responsible for managing the delivery of multiple medium to large business, Digital, Estates (Technology Workstreams) or Support projects, typically involving the development and implementation and/or integration of one or more systems to meet specific business needs; within agreed objectives for benefits, risks, quality, scope and estimates of costs, timescales and resource requirements.  The PPS also runs programmes; this provides a further opportunity to develop new skills and experiences. The role requires the Project Manager (PM) to cover the all project types. i.e. Digital, Business Change, technology implementation in support of Estates led initiatives.  The post-holder will be a key member of the PPS team and the on-going continuous improvement and community of practice within the service, across the department and the organisation with the ability to command respect and to create a sense of community.  **Principal duties and responsibilities:**  Manage project start-up, initiation, delivery and closure activities, to ensure business and technical solutions are strategically aligned and moved seamlessly into operation:   * Ensure that project objectives are agreed, and that resources are booked to deliver the project to these objectives. * Ensure there are processes defined and followed for change, risk and quality management for your projects, including up-to-date project, risk, and quality plans. * Ensure that project deliverables continue to meet those specified in the business case, taking corrective action, maintaining up-to-date plans and associated governance documentation. This includes robustly managing business-owned (i.e. non-DT) deliverables. * Manage project changes with Product Owners, ensuring that new requirements and deviations from planned objectives (e.g. benefits and the business case) are managed so that projects are still completed as agreed and changes are signed off by appropriate sponsors. * Maintain effective financial and project progress forecasting, planning and reporting. * Use lessons learned from previous projects and also record and act on new lessons as your projects progress.   Manage and lead multiple initiatives across multiple programmes in alignment with the Digital Technologies Operating Model:   * You will proactively manage your time and deliver multiple concurrent activities in parallel. This may be across concurrent projects and tasks/workstreams within projects and programmes. * You will proactively support the Digital Technologies Operating principles through the concurrent delivery of initiatives.   Manage communications with all stakeholders to keep them informed of project matters:   * You will proactively liaise with stakeholders at the highest levels within the university, managing their expectations of projects. This includes pitching communications at the correct levels, tailoring your approach and strategy in order to achieve Project Sponsor/Executive and Project Manager delivery alignment. * You will identify the key business drivers within the project boundaries and ensure that these are communicated to all stakeholders and that progress against their delivery is tracked and reported. * Stakeholder analysis and a communications plan will be in place, owned and managed to support the delivery of a project.   Managing, monitoring and motivating small to large project teams:   * Develop and maintain resource plans for project teams, working with Resource Managers and Service Owners to: obtain resources, identify resource conflicts, negotiate priority-based decisions with the stakeholders and escalate conflicts for resolution removing blockages to achieving delivery. * Monitor the performance of individuals to ensure that they are delivering according to the project objectives, including those team members outside of Digital Technologies. * Cultivate a culture and community to deliver a strong change experience through regular team meetings; encouraging cross and inter-team collaboration; and possibly sitting with business operations to be a visible presence in support of achievement of project objectives.   Maintain a detailed knowledge of current practice within your areas of expertise and adhere to DT project management related processes including the PPS reporting timetable and configuration management strategy.  Develop professionally by keeping up to date on relevant emerging technologies and new approaches and methodologies within DT, NTU and externally.  Providing leadership to help enhance project culture within the university by mentoring and supporting new PMs and other colleagues in the existing NTU project management approach and by recommending changes and new processes for delivery of projects and the overall effectiveness of Digital Technologies.  Representing DT and the PPS to the wider university and NTU externally on matters relating to your role to both establish confidence and respect for DT and the PPS, and personally to become a Project Manager of choice for Project Sponsors.  Perform other duties as required by the Planning and Portfolio Manager or their nominee.  **Special requirements:**  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties. | | | |
| **N.B.** The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms. | | | |
| **Job description drawn up by** | Chris Ward | | Date May 2020 |
| **Approved for department by** |  | | Date |

**See also**

[JD Guidance Notes](#)