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**JOB DESCRIPTION**

Senior Project Manager

**Vacancy Ref:** Click here to enter text.

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| **Job Title:** Senior Project Manager | **Present Grade:** 8 |
| **Department/College:** Information Systems Services | |
| **Directly responsible to:** Head of Portfolio and Project Management | |
| **Supervisory responsibility for:** None | |
| **Other contacts** | |
| **Internal:** ISS Leadership Team (ISS-LT), Heads of ISS Sections, Senior Faculty/Professional Service Members, ISS and University Project Groups and University senior leads | |
| **External:**  Experts in other HE institutions, Other industry bodies, compliance organisations and communities of practice, suppliers and external technical experts. | |
| **Main Function:**  To manage and be accountable for the successful implementation of a major IT project or combination of projects through their full lifecycle.  **Major Duties:**   1. Manage and be responsible for the delivery of large-scale IT related projects where resource is located outside your immediate team through the full project lifecycle to include.  * Requirements capture and project scope and definition * Risk management * Project planning * Project control * Resource management * Resource negotiation * Management reporting  1. Supporting heads of service and the head of portfolio and project management with strategic initiatives and the smooth and effective running of major programs. 2. Carry out all the required staff management tasks required to run their project teams effectively where these tasks are not being performed by the team members line manager 3. Provide effective leadership and vision to project team members, and when appropriate to colleagues across the Division and University to ensure effective stakeholder management 4. Communicate and negotiate with internal stakeholders and governance bodies including prioritising requirements and the negotiation of schedule and deliverables 5. To manage negotiations, communications and the management of external consultants and other professionals forming part of the wider project teams involved in planning and executing a given project. 6. To monitor feedback from stakeholders and partners and to highlight areas for action/improvement 7. To continuously improve the efficiency and effectiveness of the projects, utilising experience and knowledge of key stakeholders. 8. Negotiating with suppliers concerning any contracts requires to support key projects, ensuring (with procurement) compliance with relevant procurement guidelines. 9. Maintain an up to date understanding of project management developments and best practice 10. Managing relationships and dependencies between and across projects in order to ensure compliance with statutory requirements, appropriate prioritization and first-class customer service 11. To attend and report to internal and external meetings as directed, representing the Division and the University. 12. To monitor feedback from clients and partners and to highlight areas for action/improvement ensuring the project developments continue to meet business needs 13. Providing timely and accurate reporting on progress, including summary reports and the development and ongoing management of project risk registers 14. To perform such other duties, appropriate to the grade, as may be directed by the Chief Information Officer or nominated representative | |