

**JOB DESCRIPTION**  
**Project Manager**  
**Vacancy Ref: A1556**

<b>Job Title:</b> Project Manager	<b>Present Grade:</b> 8P
<b>Department/College:</b> Corporate Information Systems, Information Systems Services	
<b>Directly responsible to:</b> Head of CIS	
<b>Supervisory responsibility for:</b> N/A	
<b>Other contacts</b>	
<b>Internal:</b> Central administrative staff, ISS and Library staff, faculty and departmental staff	
<b>External:</b> Suppliers of infrastructure services, software and consultancy services, staff in other HEI's.	
<b>Major Duties:</b>	
The primary role is that of project management of major projects, through their lifecycle, to include:	
<ol style="list-style-type: none"> <li>1. Requirements capture and project definition.</li> <li>2. Risk Management.</li> <li>3. Project Planning.</li> <li>4. Provide leadership to the assigned project team members.</li> <li>5. Project control, resource management, resource negotiation and management reporting.</li> <li>6. Communication, negotiation, influence and liaison with internal stakeholders, in particular governance bodies. Including prioritization of requirements and negotiation of schedule and deliverables.</li> <li>7. Negotiation, communication and management of external consultants and other professionals forming part of the wider project team involved in planning and executing the project.</li> <li>8. Negotiation with suppliers concerning contracts required to support key projects (in conjunction with Procurement).</li> <li>9. Supporting the Head of CIS in programme management of initiatives of strategic importance to the University.</li> </ol>	
Additionally this role may be expected to assist Head of the Technical Infrastructure Group with projects in that section.	
<ol style="list-style-type: none"> <li>10. Contribute to the ongoing development and improvement of standards within the department and ISS.</li> <li>11. Other duties as required by the Director of ISS or nominated representative.</li> </ol>	