JOB DESCRIPTION
Project Manager
Vacancy Ref: A2113

Job Title: Project Manager	**Present Grade:** 8P
Department/College: Vice-Chancellor's Office	
Directly responsible to: Dr. Giles Carden	
Supervisory responsibility for: Chief of Staff and Director of Strategic Projects	

You will work as Project Manager for the University Academy 92 project being developed by Lancaster University in partnership with Education 92 (E92). You will work with those leading the project and other key stakeholders to plan, organise, support and facilitate the delivery of the required outputs within agreed tolerances. You will plan, coordinate, manage and monitor the delivery of a programme or work and ensure that the project has a sound quality management process.

The Role

You will work as Project Manager for the University Academy 92 project being developed by Lancaster University in partnership with Education 92 (E92). Reporting to Chief of Staff (CoS) in the Vice-Chancellor's office, you will work with key stakeholders at Lancaster University, E92 and other partners to plan, organise, support and facilitate the delivery of the required project outputs within agreed tolerances. You will plan, manage and monitor the delivery of a programme or work and ensure that project have a sound quality management process. You will ensure adherence to recognised project governance processes.

Main Duties and Responsibilities:

- Plan, manage and monitor the delivery of the project
- Manage project resources and support the leadership team to initiate corrective action where necessary; monitor the project budget noting the Finance Office will provide support on financial management
- Direct and motivate key teams supporting the initiative
- Ensure that projects have a sound quality management process
- Produce and regularly update key project documentation in accordance with PRINCE2 practice and present management status reports for project board and steering group meetings with senior University managers, senior representatives of E92 and other external members
- Operate the risk management process and proactively manage the risks within a project and plan and elevate issues to the Interim Principal, CoS and Project Board as appropriate and support the leadership team in avoidance or reduction actions
- Manage gathering of requirements and draft associated documentation
- Assume responsibility for change control and configuration management
- Work with the Project Board, or its appointed Project Assurance roles, to assure the overall direction and integrity of the project
- Agree quality strategy with appropriate members of the Project Board
- Identify and obtain and support and advice required for the management, planning and control of the project
- Liaise closely with stakeholders across the range of organisations involved in the project to ensure that user requirements and quality expectations are properly understood, and that information about the projects is effectively communicated
- Engage and motivate individuals across the University whose contributions will be necessary to ensure success
- Promote effective project management the wider University

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.