

JOB DESCRIPTION
Assistant Project Manager, ISS
Vacancy Ref: N243

Job Title:	Assistant Project Manager	Present Grade: 6s
Department/College:	INFORMATION SYSTEMS SERVICES	
Directly responsible to:	Head of Section / Project Manager	
Supervisory responsibility for:	Temporary staff employed on specific projects	
Other contacts		
Internal:		
ISS Staff, Central Services Divisions, Faculty and Department Clients		
External:		
Vendors and suppliers of services, Clients and visitors		
Main Function		
<ol style="list-style-type: none"> 1. To work with heads of section or senior project managers to ensure that projects are planned and delivered to departmental quality standards. 2. To manage as directed ISS projects deemed to be at a suitable level, to quality standards. 3. To provide professional clerical, organizational and logistical assistance to their assigned group within ISS. 		
Major Duties:		
<ol style="list-style-type: none"> 1. To manage as directed ISS projects to quality standards. This includes development of project documentation, allocation of resource, development of work packages, scheduling of project activities and ensuring key milestones are achieved. 2. To be the main contact with project clients and sponsor organisations. 3. To track project changes, issues and risks and maintain appropriate project management systems. 4. To provide assistance to heads of section or project manager regarding all aspects of their areas business activities. 5. To provide reporting and management of section or project budgets including the production of monthly financial reports and involvement in the planning of future budget needs. 6. To provide contract management activities where needed including the processing of timesheets and assisting in the recruitment process. 7. To maintain high levels of professional conduct, including but not limited to: cooperative engagement in tasks set; the exercising of initiative to suggest, through line managers, improvements to the service provided; and clear and professional styles of communication at all times. 8. To manage other activities that may arise through evolution, growth or restructuring. 9. Such duties appropriate to the grade, as may be directed by the Director of Information Systems Services or nominated representative. 		