



## Candidate Information

<b>Position:</b>	Project Manager (Grade 8)
<b>School/Department:</b>	Finance
<b>Reference:</b>	18/106777
<b>Closing Date:</b>	Monday 24 September 2018
<b>Salary:</b>	£40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Monday 8 October 2018
<b>Duration:</b>	until 1 April 2020

### JOB PURPOSE:

The University currently uses the IBM Cognos Budgeting Solution to capture detailed expenditure budgets and forecasts (c £212m). The Cognos Budgeting Solution is no longer supported by IBM and therefore a system migration is required to mitigate the risk of system failure. In addition, as part of the overall project it is anticipated that there will be the opportunity to create process and system efficiencies through process re-engineering and maximising the functionality available through a new state of the art system.

The Project Manager will manage the implementation of the Budgeting, Forecasting and Planning project (process and systems implementation) across the Finance Directorate and the wider University. Activities will include the full end-to-end project management from business requirements definition, process analysis, tender management and supplier selection, process design & implementation, management of the appointed consultants, liaising with Information Services and Human Resources, testing, training, and cutover. The post holder will be able to understand, translate, and articulate, business requirements into deliverables.

The Project Manager has delegated responsibility from the Finance Systems Programme Board to manage the project on a day to day basis, within the scope and powers agreed by the Project Sponsor and Steering Committee.

Reporting to the Head of Corporate Accounting and Financial Management, the Project Manager will develop and manage a detailed project plan; lead the functional teams in the delivery of project goals; manage outputs of 3rd party software providers and consultants; manage the daily tasks and activities, delivering the project within agreed time, budget and quality targets.

### MAJOR DUTIES:

1. Implementation of Projects:  
Project Management tasks including: defining, monitoring and managing the project plan/schedule; managing the project team to ensure key milestones are met; ensuring the infrastructure deployed is fit for purpose and integrates with existing systems; controlling the project budget; production of project documents and maintenance of project files; leading/participating in project meetings; providing status reports and advice; assessing and managing change requests and resolving stakeholder disputes.
2. Prepare and maintain a detailed plan for the project, taking into account the business cycle of the University and the need for flexibility to accommodate ongoing requirements.
3. Lead the tender process for the software and consultancy support.
4. Lead, monitor and maintain progress of the project plan to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
5. Leading significant functional teams to meet key project milestones and ensure the successful delivery of project goals.
6. Report progress on delivery of key milestones against the project plan to the Head of Corporate Accounting and Financial Management/SteeringGroup/Working Group etc.
7. Escalate any issues as appropriate in a timely manner enabling pre-emptive action to be taken. Initiate corrective action where necessary to keep the project on time and within budget.
8. Assess potential risks and develop strategies to manage these.

9. Playing a lead role in ensuring an effective communication strategy for the project, including communicating and consulting with key internal and external stakeholders.
10. Overall control and reporting of the project budget.
11. Working with Third Party's and Information Services to identify and make recommendations on any new requirements needed to complete the full delivery of the Project within deadline.
12. To be involved with users through the Functional User Groups and other University Working Groups or Committees.
13. Undertake such other project management tasks as are required by the University.

**Planning and Organising:**

1. Establish detailed plans for the project to meet the business needs of the University.
2. Track progress against the plan to ensure the project is delivered on time and budget.
3. Assess and manage risks.
4. Plan and organise own work and the work of the project team, adapting to suit changing priorities.
5. Document project management standards and disseminate these.

**Resource Management Responsibilities:**

1. Coordinate the outputs of any Working Groups and Project subgroups to achieve the requirements of the project plan.
2. Overall responsibility and management of the project budget.
3. Ensure the physical resources available to the project are adequate and are properly utilised.
4. Provide assurance to senior management on the effectiveness of the management of project.

**Internal and External Relationships:**

1. Meet regularly with the project sponsors/project board to report and discuss progress and to provide advice.
2. Communicate with and influence key stakeholders across the University, at a range of levels including senior staff.
3. Meet regularly with the project team to discuss progress and give direction as necessary.
4. Manage relationships with external stakeholders and external suppliers, including negotiation on behalf of the University.

**ESSENTIAL CRITERIA:**

1. A primary degree or equivalent.
2. A current professional project management qualification e.g. Prince 2 Practitioner.
3. Substantial recent experience of successfully managing large projects to include:
  - a. Planning and delivering projects on time and within budget.
  - b. Stakeholder management and project reporting.
  - c. Management of 3rd party suppliers, both internal and external to the organisation.
  - d. Using formal project management techniques to deliver successful projects.
  - e. Leading multi-disciplinary teams and managing people
4. Excellent interpersonal and communication skills.
5. Excellent planning and analytical skills.
6. Very good knowledge of project management tools such as MS Project and Visio.
7. An up to date knowledge of business software.
8. Excellent oral and written communication skills, including the production of high quality reports and documentation.
9. Ability to understand and present complex information to a range of audiences.
10. Ability to influence others, including senior management.
11. Ability to work independently and exercise initiative.
12. Ability to bring a creative and flexible approach to resolving problems.
13. Willing to work flexibly to meet the requirements of the post.

**DESIRABLE CRITERIA:**

1. A degree or postgraduate qualification with significant IT element.
2. Relevant knowledge and understanding of the budgeting, forecasting and financial planning processes.
3. Relevant knowledge and understanding of the Higher Education or similar sector.
4. Knowledge and understanding of Budgeting and Planning software such as IBM Planning Analytics.
5. Applying new technologies to business functions and using ICT to facilitate business change processes.