

Candidate Information

Position: Project Manager (Digital Transformation)
School/Department: Directorate Office (Information Services)
Reference: 22/110404
Closing Date: Monday 5 December 2022
Salary: £43,414 - £53,353 per annum
Anticipated Interview Date: Thursday 15 December 2022

JOB PURPOSE:

The Digital Transformation Team are currently working on a range of projects as part of the University's Digital Transformation Roadmap which will deliver an enhanced user experience for staff and students across Queen's. The Project Manager will lead the successful delivery of these projects, working with the Programme Manager and our digital architects and programmers, as well as stakeholders at all levels across the University. The role will involve managing transformational change and promoting best practice in project management and governance, applying waterfall, agile and hybrid approaches, as appropriate.

MAJOR DUTIES:

1. 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 and/or new related 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. Lead, monitor and maintain detailed plans for the project. Develop and implement appropriately detailed business cases and project plans, identifying key milestones, dependencies and resources required to ensure successful delivery.
3. Leading project teams, monitor and drive progress against the project plan milestones to ensure delivery of key targets and objectives on time, within budget and of the standard/quality required.
4. Evaluate progress against project plans, identify and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these.
5. Assess and manage the impact of change requests or modifications to agreed project deliverables assessing risk and developing strategies to manage these.
6. Lead any sub-project/workstream activities and dependent sub-groups to ensure that the project deliverables and benefits are successfully realised, also ensuring effective reporting between sub-groups and to/from the relevant Project Board.
7. Prepare and present appropriately detailed reports in relation to relevant workstreams and with regard to overall project performance and progress. Design and deliver briefings for internal and external stakeholders.
8. Build relationships with project Leads, internal contributors, and external partners to ensure effective communication and progress. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees, and appropriate publications.
9. Organise any workshops and relevant events associated with the projects, working closely with colleagues across the University.
10. Manage project budgets and resources, including monitoring and controlling expenditure and the allocation of resources to various workstreams. Provide financial reports to project boards or other committees/managers as required.
11. Lead communications strategies for projects, including communicating and consulting with key internal and external stakeholders to include colleagues within Information Services and across the University.
12. Undertake any other project tasks associated with the delivery of the Digital Transformation Roadmap.

ESSENTIAL CRITERIA:

1. A primary degree or higher degree in a Business and Management, Computing, or Information Technology discipline or equivalent qualification.
2. At least four years' recent relevant experience of successfully delivering large, complex digital projects in a Project Manager role to include experience:
 - Identifying and making recommendations on new systems requirements.
 - Planning and delivering projects on time and within budget.
 - Stakeholder/partner management and reporting.
 - Leading project teams and/or managing external consultants.
 - Using formal project management techniques to deliver successful projects.
3. Advanced use of Microsoft Office, especially Excel.
4. Experience in the effective use of project management software.
5. Excellent oral and written communication skills, including the production of high-quality reports and documentation for senior management and stakeholders.
6. Ability to understand and present complex or technical information to a range of audiences.
7. Ability to build and manage internal and external relationships and influence others to achieve results.
8. Ability to work independently and exercise initiative.
9. Ability to work in a leadership role as part of a multi-disciplinary team.
10. Ability to bring a creative and flexible approach to resolving problems.
11. Willing to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. A degree or postgraduate qualification with significant in a Computing or Information Technology discipline.
2. A professional project/programme management qualification at Practitioner level.
3. Experience of improving business processes through the application of modern digital technologies and platforms, e.g., MS SharePoint, MS Power Platform, workflow automation tools.
4. Experience of Agile project management methods.
5. Experience of delivering projects with multiple partners.
6. Experience of working on digitisation projects in the Higher/Further Education.