Job Description

Job title	SITS Manager (SaAS18-11RA)
School/Service	Registry/Student & Academic Services
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 8
FTE	1.0 FTE
Date prepared	April 2019

Job Purpose

The post holder is responsible for developing, maintaining and supporting the use of the primary student Record system. This role is key to establishing a SITS Project Team and leading the successful delivery of the re-configuration and transformation of the SITS system.

The postholder will need to work collaboratively with a range of stakeholders in the Schools and Professional Services, applying knowledge of SITS capabilities to identify business needs and represent them in the SITS system. They will require the ability to think logically and work systematically in order to bring together business needs and technological capabilities.

The role will also require the ability to balance the needs of the users with system capabilities and the Student Journey Programme's overall objectives.

This role will work with the Project Management Team to ensure the SITS project stays on-track with regards to time, cost and quality and will identify and manage any risks or issues that occur throughout the project's life.

Relationships

Reporting to: Registrar

Responsible for: N/A

Main Activities

1. Own and manage the ongoing delivery of the current SITS project implementation plan on behalf of the project sponsor. Ensuring all activities are scheduled, resourced and executed successfully;

2. To ensure there is an effective change management process for the team across the full implementation lifecycle from inception through to promotion to production and onward support.

3. Leading the development of new or amended business processes;

4. To ensure the Student Record system is fully documented including the core system structures, links between the systems, and the core business processes supported by the systems.

5. Identify and resolve issues (e.g. resource conflicts);

6. Support accurate forecasting of resources (budget, internal resource, external resource) usage;

7. Provide leadership and advice on the development of new and/or amended business processes in

relation to student record management

8. Report and manage any exceptions to time, cost and quality in relation to the current project and ongoing system development.

9. Keep internal and external stakeholders sighted on progress, key risks, issues and decisions;

10. Work with internal stakeholders to ensure effective engagement at all levels within the university;

11. Develop and maintain an expert working knowledge of SITs, E:Vision & associated student systems and therefore be a point of reference, information and expertise

12. Undertake any other duties as may reasonably be required by the Registrar

Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Application Procedure

We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.