

Job Description

General Details	
Job title:	Digital Project Manager (DS19-08)
School/Service:	Digital Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 37 hours per week (1.0 FTE)
Grade/Salary:	Grade 7
Date Prepared:	August 2020

Job Purpose
Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium-scale projects (typically with direct business impact and firm deadlines). Identifies, assesses and manages risks to the success of the project. Ensures that realistic project plans are maintained and ensures regular and accurate communication to stakeholders, consistent with the methods in use (agile, waterfall, etc.). Ensures Quality reviews occur on schedule and according to procedure. Manages the change control procedure and ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off. Provides effective leadership to the project team and takes appropriate action where team performance deviates from agreed tolerances.

Relationships	
Reporting to:	Digital Transformation Manager
Responsible for:	N/A

Main Activities
Takes responsibility for the definition, documentation and safe execution of medium to large-scale projects, engaging with stakeholders and actively participating in all phases of the project. Identifies, assesses and manages risks and issues which could affect the success of the project.
Effectively estimates costs, timescales and resource requirements for the successful delivery of the project(s) to agreed terms of reference.
Ensures that realistic project and quality plans are prepared and maintained and tracks all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that delivered systems are implemented within these criteria.
Manages the change control procedure and ensures that project deliverables are completed within planned cost, timescale and resource budgets, and are signed off. Gains agreement for revisions to the project(s) from project sponsors.

Provides effective leadership to the project team ensuring that team members are motivated and developing their skills and experience. Takes appropriate action where performance deviates from agreed tolerances. Actively represents the project team, ensuring that effective relationships are built and maintained with the business.
Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are captured and actioned. Produces appropriate documentation to support these processes.
Evaluates and makes recommendations/decisions on technical options as appropriate.
Carries out business impact assessment, to determine how changes from the current to the future processes and structures will affect business units and roles.
Creates business readiness plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new processes or jobs into the "business as usual" environment.
Determines the readiness levels of business users with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to go-live.
Assists the user community in provision of transition support and change planning and liaises with the project team.
Reports progress on business readiness targets, business engagement activity, training design and deployment activities, key operational metrics and return to productivity measures.
Defines the series and sequence of activities to bring stakeholders to the required level of commitment, prior to go-live.
Assesses risks inherent in proposed changes, to ensure any potential scheduling and performance issues have minimum impact on provision of other services.
Contributes to the delivery and the measurement of activities that ensure that the benefits described in the business case are achieved.
The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

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).

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.

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.