

## Job Description

<b>Job title</b>	Associate Project Manager
<b>School/Service</b>	Digital Services
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Grade 5
<b>FTE</b>	37 hours per week/ 1.0 FTE
<b>Date prepared</b>	July 2021

### Job Purpose

Staffordshire University is on a journey to becoming the leading digital university across the UK, transforming the student experience and improving student success in an increasingly disruptive, digitally-led world.

The Digital Services department is responsible for the University's overall use of digital technology to achieve strategic aims of the organisation.

The department consists of three core functions as follows:

- Architecture Management (responsible for identifying and selecting digital capabilities for the university)
- Digital Projects (responsible for overseeing the delivery and implementation of digital capabilities for the university)
- Service Delivery (responsible for developing, managing and maintaining all live, operational technology for the university)

As part of the Digital Projects function, the Associate Project Manager (Grade 5) is our entry-level project management role with responsibility for the following:

- Define, document and co-ordinate small projects or sub-projects (typically less than six months, with limited budget, limited interdependency with other projects, and no significant strategic impact), alone or with a small team.
- Identifies, assesses and manages risks to ensure the success of a project.
- Agrees project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate.
- Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances.
- Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.

## Relationships

Reporting to:	Head of Digital Transformation
Responsible for:	No line management responsibility

## Main Activities

- Defines, documents and safely executes small-scale projects, or sub-projects, actively participating in all phases of the project. Identifies, assesses and manages risks and issues which might impact on the success of the project.
- Estimates costs, timescales and resource requirements for the successful delivery of the project(s) to agreed terms of reference.
- Prepares project management reports and supporting documentation.
- Prepares and maintains realistic project schedules (showing tasks and dependencies) and quality plans and tracks all activities against them, providing regular and accurate reports to senior management, and client/user management as appropriate.
- Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances.
- Manages the change control procedure, gaining authorisation for revisions to the project(s) from project sponsors.
- 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.
- Assists the user community in provision of transition support and change planning, and liaises with the project team.
- 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.
- To undertake other such responsibilities as may reasonably be required.

## Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

### **Professional Development**

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer 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**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Informal Discussion**

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

Joanne Burgess, Digital Transformation Manager on [j.burgess@staffs.ac.uk](mailto:j.burgess@staffs.ac.uk) or 07864 865135

### **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.