

## JOB DESCRIPTION

<b>Job Title:</b>	Junior Project Manager	<b>Grade:</b>	SG6
<b>Department:</b>	Information and Library Services/ Programme Management Office (PMO)	<b>Date of Job Evaluation:</b>	March 2019
<b>Role reports to:</b>	Head of Programme Management Office		
<b>Direct Reports</b>			
<b>Indirect Reports:</b>	Project teams		
<b>Other Key contacts:</b>			
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### PURPOSE OF ROLE:

- To be responsible for the co-ordination, execution and completion of small-medium scale projects either under the direction of the Head of the PMO or working on a workstream within a larger project reporting into a Project Manager.
- To help develop and promote a centre of excellence to support the successful delivery of the organisation's projects.
- Build relationships with key project Stakeholders.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Support the writing of project proposals, business cases, and project initiation documents for presentation to the relevant IT Boards.
- Under the direction of the Programme Manager/Project Manager assist in the:
  - Definition, documentation and safe execution of projects.
  - Identification, assessment and management of risks to the success of the project.
  - Estimation of costs, timescales and resource requirements for the successful delivery of the project(s) to agreed terms of reference.
  - Development of project plans
- Track and co-ordinate all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
- Manage the change control procedure and ensure that project deliverables are completed within planned cost, timescale and resource budgets, and are signed off. Under the direction of the Programme Manager/Project Manager gain agreement for revisions to the project(s) from project sponsors.
- Actively represent the project team, ensuring that effective relationships are built and maintained with the business, stakeholders, and suppliers. Escalate to the Programme Manager/Project Manager as appropriate where issues arise.
- Ensure that own projects are formally closed and, where appropriate, subsequently

reviewed, and that lessons learned are captured and actioned. Produce appropriate documentation to support these processes.

- Monitor allocated human and material resources, associated revenue costs and all capital costs against the project budget. Where these deviates from plan, ensure that these are raised with the Programme Manager/Project Manager to agree a course of action.
- Assist the Programme Manager/Project manager to define the series and sequence of activities to bring stakeholders to the required level of commitment, prior to go-live.
- Liaise with other managers within ILS functions and within the business; manage expectations of all project stakeholders.

**Generic:**

- Achieve operational objectives by preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meet financial objectives by forecasting requirements; scheduling expenditures; analysing variances; initiating corrective actions.
- Promote and enhance the department and organisation reputation.

**Managing Self**

- Develop and exhibit excellent organisational, planning and time management skills.
- Display logical thinking with creative problem-solving ability.
- Provide attention to detail.
- Good communication and negotiation skills.
- Have an ability to work well with others.
- Demonstrate good IT skills and willingness to develop them further.

**Core Requirements**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

**Additional Requirements:**

Undertake any other duties as requested by the Director or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Information and Library Services delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- To produce high quality work delivered to the agreed timescales.

**KEY RELATIONSHIPS (Internal & External):**

- University senior management and key University Groups and Committees as required
- University staff within Faculties and Directorates
- Partner, Network and Collaborative Centre staff and student
- Colleagues across the sector in related fields
- Relevant sector networks such as JISC, HEA and HEFCE
- Suppliers of services and goods

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Successfully co-ordinated small-medium sized project activities</li> <li>• Understand the project budget process</li> <li>• Working with external suppliers</li> <li>• Communicated formally and informally with colleagues at all levels</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Worked within Higher Education</li> <li>• Worked on IT-related projects and/or within IT</li> <li>• Knowledge of ITIL</li> <li>• Experience performing business analysis</li> <li>• Experience of change management</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Project Planning and Control Techniques</li> <li>• Project Risk Management</li> <li>• Customer Service Techniques</li> <li>• Project Management Tools</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to develop business relationships with customers</li> <li>• Good document/report writing skills</li> </ul>	<b>Skills</b> <ul style="list-style-type: none"> <li>• Business Analysis Techniques</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to degree level or holds a professional qualification.</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Membership of a relevant professional body</li> <li>• Professional Project Management Accreditation</li> </ul>
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity.</li> </ul>	<b>Personal attributes</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>