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**Professional Services**

**Information Services**

**Principle Project Manager**

**ZZ007507**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £51,799 - £60,022 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Principal Project Manager - Digital Success Plan for Learning and Teaching |
| **Faculty/Centre:** | Professional Services |
| **Department/Service:**  **Location:** | Information Services - Programme Office  St Andrews Court |
| **Position Reference No:** | ZZ007507 |
| **Responsible to:** | Deputy Director of Information Services, Projects, Programmes and Change  Dean of Digital and Distributed Learning |
| **Responsible for:** | N/A |
| **Effective date of job description:** | January 2022 |

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| **Purpose of Job:** |
| To effectively manage the full project lifecycle for the [Digital Success Plan for L&T](https://policies.docstore.port.ac.uk/policy-255.pdf), from initiation to handover to business as usual. The Principal Project Manager will work with stakeholders from across the university to produce accurate and achievable plans to enable the Digital Success Plan to be successfully delivered. |

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| **Key Responsibilities:** |
| 1. To define and manage the range of complex, business change, educational and IT system implementation issues associated with the Digital Success Plan, producing the appropriate level of project documentation, effectively managing issues and risks to ensuring that project meets the agreed budget, time and quality constraints. |
| 1. To delegate and oversee the management of discrete work streams within a large, high risk project / programme while retaining overall control and responsibility. |
| 1. Responsible for the design and development of a sound project structure and governance, including the identification of project board members, to ensure that the project goals will be met. |
| 1. To manage the procurement of products and services required to deliver the project, if appropriate. |
| 1. To take a lead on working collaboratively with colleagues in business departments and IS to:  * Identify and secure the appropriate resources needed to deliver a project * Develop realistic budget estimates and produce the business case to secure funding * Produce realistic schedules and work plans * Develop effective service transition, change management and communication plans |
| 1. To manage the organisational change being introduced by the project, managing the expectations of stakeholder at all levels, and across the organisation |
| 1. To lead and motivate the project team to ensure reliable delivery of projects, delegating and co-ordinating work appropriately. |
| 1. To develop, evaluate and make recommendations on options available to the Project Board should corrective action be required. |
| 1. To accurately report project progress to project managers, project boards and senior management. |
| 1. To work with line managers of project team members to provide effective line management, including staff development and performance management. |
| 1. To manage the relationship with external suppliers and contractors during the lifetime of the project. |
| 1. To assist business areas with the development of project proposals. |
| 1. To promote the use of project management and the project management methodology used primarily to manage educational, business change and IT related projects and coach less experienced colleagues where needed. |
| 1. To contribute to the development of project management best practice and support project managers from other teams and departments in the application of the methodology. |
| 1. Other such tasks as reasonably requested by the line manager. |

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| **Working Relationships:** |
| IS technical and Service Delivery staff  Dean of Digital and Distributed Learning  Business Analysts and Project Managers from within IS and other Central Services  Business Owners  Internal Customers- University staff and students  External Suppliers |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | An excellent understanding of project management processes and tools and the importance of quality in a project context | E | AF, S |
|  | Experience of successfully planning and delivering large, complex IT related projects, proactively managing issues and risks. | E | AF, S |
|  | Knowledge and understanding of higher education processes and culture | D | AF, S |
|  | Experience of establishing and leading a project team incorporating staff from various departments and with diverse skills and experience. | E | AF, S |
|  | Able to delegate tasks and responsibility effectively, setting reasonable deadlines and influencing and persuading others to take a specific course of action when there is no direct line management responsibility. | E | AF, S |
|  | Experience of successfully managing significant organisational change in a complex organisation (ideally a university) using a recognised change management technique. | E | AF, S |
|  | An excellent understanding of software engineering life cycles for development and the concepts and practices required to implement effective information systems and applications. | D | AF, S |
|  | Experience of working within a HE setting | D | AF, S |
|  | Previous experience of managing the EU procurement process to purchase IT systems or equipment | D | AF,S |
|  | An understanding of Agile Project Management techniques | D | AF, S |
|  | Previous experience of managing relationships with external suppliers | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Able to delegate tasks and responsibility effectively, setting reasonable deadlines and influencing and persuading others when there is no direct line management responsibility. | E | AF, S |
|  | Can demonstrate a systematic, analytical approach to complex planning and problem solving | E | AF, S |
|  | Able to build and maintain relationships with stakeholders across all levels of the organisation | E | AF, S |
|  | Able to communicate effectively in person, in writing and through email with technical and non-technical colleagues | E | AF, P, S |
|  | Works in an organised and methodical manner in order to meet deadlines | E | AF, S |
|  | Excellent IT skills including a project planning/management tool | E | AF, S |
|  | The ability to process and synthesise complex information to produce accurate and relevant progress and summary reports for management across the organisation. | E | AF, S |
|  | Proven ability to influence and persuade in order to initiate and manage change within an organisation. | E | AF, S |
|  | Able to retain objectivity and proper understanding of a problem or situation when placed under conditions of stress. | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | Good first degree or equivalent experience | E | AF |
|  | Professional Project Management qualification | E | AF |
|  | A higher degree | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work on own initiative or as part of a team | E | AF, S |
|  | Sets high personal standards and is keen to learn and develop | E | AF, S |
|  | Works collaboratively, sharing experience and learning | E | AF, S |
|  | Adaptable | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials  X | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

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| **Name (block capitals)** | Amanda Morgan |
| **Date** | 25/02/2022 |
| **Extension number** | 3730 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.