



Job Description & Person Specification

Post title: Associate Project Manager	Post No: 010691
School or Department: Digital Technologies	Date created: May 2022
Grade: H	Hours per week: 37
Immediate line manager: Programme Manager	

Job purpose:

As part of our Planning and Portfolio Service (PPS) operational offer, you will play a key role in building capacity and confidence in project management across the university providing advice, guidance and support to the Academy and Professional Services on the delivery of their own changes and improvements.

Change delivery responsibilities will typically be small to medium projects, involving the development and implementation of technical solutions to meet specific business needs, within agreed parameters of cost, timescales and quality.

The role will require the delivery of 1-4 projects at any one time. These could also be work streams within larger projects managed on behalf of and reporting into a Project Manager.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

1. Provide project management on 'cross functional' change and improvement projects, including structure and plans, coordinating actions, supporting resolving issues, stakeholder engagement and supporting effective governance to deliver projects within time, cost and to the required quality. Ensure compliance with NTU's and Digital Technologies values, processes and legislation.
2. Support Programme and Project Managers to project manage large, highly complex, high risk digital change and/or improvements including project managing key workstreams, coordinating governance, effective planning, supporting stakeholder communications and managing workstream risks and issues.
3. Engage and champion the PPS project management standards, tools and techniques and contribute to the team's robust portfolio management approach to ensure the university has appropriate visibility, scrutiny and accountability across all digital change activity.
4. Take a key role in contributing to the PPS operational offer to transfer knowledge and build capacity and confidence in project management across the university including supporting the Project and Change Management Network, our Planning and Portfolio Enterprise pages, our Project Management training, mentoring and coaching.
5. Facilitate workshops, group discussions and events with staff from across the university on a range of projects and change management activity, utilising appropriate tools and techniques to positively affect change at NTU
6. Contribute fully as part of PPS to support the continuous improvement of the team and wider Digital service, developing ideas that represent leading edge practice

7. Networking and building effective working relationships across the university, role-modelling positive behaviours and treat all with dignity and respect. Keeping up to date with new approaches and methodologies, developing & enhancing your Project Management skills in preparation for taking on more senior roles should the opportunity occur.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Good knowledge of project management practices, tools & techniques • Good knowledge of effective project risk management. • Good knowledge of Microsoft Office products 	<ul style="list-style-type: none"> • Knowledge of Waterfall and Agile project approaches.
Skills	<ul style="list-style-type: none"> • Evidence of good project management skills which includes the understanding of the Project Lifecycle • Good analytical thinking, problem solving skills and attention to detail. • Evidence of good leadership, Stakeholder Management and influencing skills. • Good planning, communication and presentation skills 	<ul style="list-style-type: none"> • Evidence of budget and risk Management skills. • Familiarity of working with Enterprise Project Management toolsets
Experience	<ul style="list-style-type: none"> • Will have experience of working in a project management environment • Knowledge of working in a portfolio/programme management office (PMO) environment, Inc. project planning and project governance 	<ul style="list-style-type: none"> • Experience of working in a HE environment. • Experience in successfully supporting the coordination, management and delivery of projects
Qualifications	<ul style="list-style-type: none"> • Educated to degree level, or equivalent experience. • PRINCE2 Foundation 	<ul style="list-style-type: none"> • PRINCE2 Practitioner or professional qualification (ISEB Project Management),

Competencies

Essential Competencies	Desirable Competencies
<p>Adaptability- Level 2 Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p> <p>Communicating and influencing – Level 2 Communicates information effectively to a wide range of diverse stakeholders, influencing events</p> <p>Organisation and Delivery - Level 3 Takes account of organisational priorities to ensure that operational and strategic plans are being implemented and achieved.</p>	<p>Team Working -Level 3 Leads aspects of teamwork, seeking and implementing improvements to the team's output / service and developing colleagues within the team. Challenges colleagues.</p> <p>Making informed decisions – Level 2 Uses, analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.</p> <p>Customer Focus - 2 Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p>

Job Description and Person Specification created by: Planning and Portfolio Manager
