# Role Profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Digital and Technology Services</td>
<td>Location</td>
<td>Kings Meadow Campus</td>
</tr>
</tbody>
</table>

## Purpose of Role

The **Project Manager** will assume responsibility for ensuring that projects and change activity are delivered on schedule, to agreed quality standards and within budget. The role involves the day-to-day delivery of all aspects of the change lifecycle including requirements gathering, planning, delivery, closure and review.

## Main Responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role) % time per year

<table>
<thead>
<tr>
<th>% time per year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td><strong>Project Delivery:</strong></td>
</tr>
<tr>
<td>20%</td>
<td><strong>Stakeholder Management:</strong></td>
</tr>
<tr>
<td>10%</td>
<td><strong>Best Practice and Continuous Improvement:</strong></td>
</tr>
</tbody>
</table>

### Project Delivery:

- Day to day management of all aspects of the project management lifecycle
- Agreement of project scope, aims and deliverables
- Establish teams, co-ordinate staff and provide direction to members
- Identify and secure resources and expertise as required to deliver the project (including liaison with third party suppliers as appropriate)
- Ensure that deliverables and objectives are accomplished as specified, within timescales, to budget and agreed quality standards
- Responsible for performance, cost, scope, schedule and quality
- Undertake change planning; defining deliverables, success criteria, benefits management, dependencies and change control
- Closely monitor change progress and performance / quality assurance
- Record and manage risks / issues and escalate when necessary
- Lead project meetings as appropriate
- Produce and present written and oral reports / management reports on project activity and progress to sponsors, senior management and other groups, as appropriate

### Stakeholder Management:

- Develop, build and establish working relationships with key partners

### Best Practice and Continuous Improvement:

- Promote and instigate best practice and continuous improvement of the overall Project Management process, procedures and templates
- Develop own skill / professional capability in line with the needs of the services
## Person Specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
|        | ▪ Demonstrable knowledge and understanding of project management methodologies and techniques  
▪ Understanding of best practice project lifecycles  
▪ Knowledge of using relevant software e.g. MS Project  
▪ Strong planning, organisational and multi-tasking skills  
▪ Excellent interpersonal and communication skills  
▪ Excellent attention to detail  
▪ Influencing and stakeholder management skills  
▪ Knowledge of the Higher Education environment  
▪ Understanding of the agile development lifecycle | |
| Knowledge and experience | ▪ Demonstrable first-hand practical experience of successfully co-ordinating small projects and change activity  
▪ Demonstrable / proven organisational and co-ordination skills i.e. successful delivery of projects from inception to implementation  
▪ Experience of influencing and negotiation to achieve project goals  
▪ Experience of working across organisational boundaries  
▪ Experience of leading / motivating project teams  
▪ Ability to communicate effectively and confidently at all levels  
▪ Ability to network and build relationships  
▪ Ability to analyse, trouble-shoot, problem-solve and offer expert advice to Project team members  
▪ Ability to strive for continuous improvement  
▪ Knowledge / experience of Agile project management methodology  
▪ Demonstrable change management experience  
▪ Experience of using MS Project online  
▪ Knowledge of IT processes  
▪ Knowledge of change management  
▪ Experience of project management within Higher Education  
▪ Experience of managing budgets  
▪ Experience of working in IT with a technical understanding | |
| Qualifications, certification and training (relevant to role) | ▪ Formal degree / professional qualification in a relevant subject or equivalent work experience | ▪ Professional Project Management qualification e.g. PRINCE2 Practitioner |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and Behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key Relationships with others