



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

IT Programme Manager, Corporate Services



Salary: Grade 9 - Competitive Salary

Reference: CSUIT1181

IT Programme Manager IT, Corporate Services

Are you an experienced and influential professional working at a senior level with experience of delivering organisational wide IT change programmes? Can you lead and collaborate with colleagues at all levels to deliver exceptional IT solutions?

As IT Programme Manager you will own and be accountable for IT's strategic partnership with the business and overall delivery of the IT elements of ambitious and complex programmes of change, providing the leadership skills to oversee the effective delivery of transformative customer focused IT systems and services.

Reporting to the IT Director and working with members of the University Executive Group, you will play a pivotal role in ensuring IT delivers on the University's strategic aims and objectives. You will be accountable for the delivery of a significant improvement to our Student Education and Corporate processes and services, through the implementation of world-class technology solutions. You will have the ability to influence and balance strategic priorities, successfully shape and align highly complex programmes of change through strength of leadership and partnership across executive University stakeholders.

If you thrive on working in a complex environment, where your ability to navigate strategic risks and issues are as developed as your skills in IT Programme delivery, this is an exciting opportunity for you to make a real difference in a world-class organisation.

What does the role entail?

As an IT Programme Manager your main duties will include:

- Accountability for the technology roadmap, scoping, planning, business case development and subsequent delivery of the IT elements of major strategic change, ensuring the achievement of the programmes' vision and the realisation of business benefits;
- Collaborating with executives and senior leaders across IT, Student Education and Corporate Services to ensure effective delivery of IT elements of these



programmes of work, including the supplier management of external IT professional services;

- Leading on and having accountability for the IT elements of these programmes, including collaborating with the business Programme and Project Managers, Programme Directors and the PMO to ensure IT resources are successfully deployed whilst monitoring the success of transition activities so that the desired benefits are realised;
- Accountability for establishing the appropriate IT governance ensuring these aspects of programme change are aligned to and compliant with the institution's and programmes' governance arrangements;
- Demonstrating leadership and providing support to University executives and directors, developing and implementing effective strategies for senior stakeholder management, keeping them engaged and informed;
- Matrix management of IT resources for successful project and programme delivery, ensuring ongoing alignment to strategic priorities;
- Defining the IT resourcing strategy for the programmes of change, working with the HR Manager, SES Programme Director and Services senior management to ensure projects and programmes are appropriately resourced;
- Responsibility for overseeing the development of service strategies, operating model scope and requirements, planning and execution of projects and programmes and ensuring IT changes are aligned to the expected outcomes and KPIs;
- Identifying and actively managing the key strategic risks arising from the programmes and projects to ensure appropriate mitigation, management and escalation.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an IT Programme Manager you will have:

- Substantial experience of working as an IT Programme Manager on multi-million pound budgets, incorporating complex and/or large projects/programmes, reporting to executive level boards;



- Significant experience of working across complex organisations, leading enabling teams or influencing stakeholders at senior levels of an organisation;
- Experience of leading and being accountable for the scope and design of programmes of work as well as implementing processes, organisation structures, new services and people capabilities needed to satisfy programme outcomes;
- The ability to work confidently and assertively with a range of executive and senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes;
- A proven ability to bring an envisioned future state to life, eliciting the support of all stakeholders in achieving the vision;
- Experience of successfully managing external parties including suppliers and other professional partners;
- Strong experience of IT delivery leadership, leading and motivating internal IT teams in the coordination and successful delivery of IT change;
- The ability to be flexible, creative and self-motivated in approaching a complex IT landscape, alongside institutional and operational risk, with an ability to ensure delivery of real measurable benefits through strong organisation and prioritisation skills;
- An ability to deal with complex academic and financial information and succeed through cooperation and collaboration with others;
- Strong understanding of standard ITIL processes including service introduction and change management.

You may also have:

- Previous experience of successful leadership and implementation of corporate or sector-specific platforms within Higher Education.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Greig Sharman, IT Executive Portfolio Manager

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Email: it-hr@leeds.ac.uk

Additional information

Due to the significant IT development expected during these programmes, this role will have a shared reporting line between senior business stakeholders and the Director of IT.

Find out more about [IT](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

A diverse workforce

The University of Leeds holds the [Athena SWAN Bronze Award](#) in recognition of our success in recruiting, retaining and developing/promoting women in Science, Technology, Engineering, Medicine and Mathematics (STEMM). We also offer a number of family-friendly employment practices that are designed to enable a good work-life balance.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

