



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Manager, IT



Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: CSUIT1315

We will consider flexible working arrangements

Project Manager

IT

Are you an enthusiastic and skilled project manager? Do you have excellent communication and influencing skills? Would you like to join IT during an exciting and challenging period of growth in project delivery?

We are looking for a Project Manager to join the IT Programme Management Office, which is responsible for overseeing delivery of a diverse portfolio of IT projects for one of the biggest Universities in the UK.

As a Project Manager, you will be allocated a mixed caseload of IT projects across the entire lifecycle from initiation through to closure so you will need excellent organisational skills and be able to effectively manage your own work and drive the successful delivery of all your projects. You will also be skilled at working with a diverse range of stakeholders, and be able to effectively listen to project stakeholders working with delivery managers and technical teams to ensure projects are delivered effectively and efficiently.

You will be able to effectively present information in a range of formats, including budgetary and financial information, demonstrating a high level of attention to detail and be experienced in working with a structured or formalised project management methodology e.g. Prince 2, PMQ or Agile.

You will initially work on The Corporate Processes & Systems (CPS) transformational change programme. CPS will improve the processes, systems, data and ways of working across Finance, Human Resources, Procurement and Strategy and Planning, that support both the delivery of Corporate Services and the planning of the University. The vision is to create a University enabled by streamlined and consistent processes and robust and insightful data, with clear ownership and control, supported by modern and future-proofed technology that is understood and enjoyed by its users. Our ambition is to reduce the time that academic and professional services staff spend on transactional activity and the manual preparation of plans, forecasts and reporting, which will allow a stronger focus on academic and service delivery, business partnering and other value-adding activity.



What does the role entail?

As a Project Manager, your main duties will include:

- Overseeing a caseload of allocated projects, engaging with stakeholders, working with functional delivery managers and cross-functional teams to ensure projects deliver on time, cost and quality;
- Driving the delivery of projects, maintaining relevant lifecycle documentation in accordance to governance framework, managing risk/issue logs, project finances, third party suppliers, resourced project plans, change control and effective transition to service;
- Liaising with a diverse range of colleagues from across IT and the wider University to ensure that your projects are effectively managed, with appropriate escalation of issues and risks along with required reporting to project boards, the Programme Management Office and key business and IT stakeholders;
- Challenging any anticipated delays and concerns on projects, addressing and escalating appropriately with focus on delivering the projects' defined outcomes;
- Supporting stakeholders and business project managers in the effective planning, execution and decision making of projects, procedures and approaches to ensure compliance with relevant IT governance.

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 a Project Manager you will have:

- Experience of managing and delivering projects, ideally in an IT environment;
- Excellent organisational skills, with the ability to effectively influence the outputs of others you are not directly responsible for;
- Experience of working to deadlines, prioritising a complex range of tasks to ensure delivery in a role which makes competing demands on your time;
- Experience of working within a structured project management lifecycle;
- Excellent communication and influencing skills;



- Experience of working with a diverse range of stakeholders, be able to effectively listen to their needs, and demonstrate flexibility and adaptability;
- Self-motivated and driven, confident at building strong relationships with stakeholders and other teams;
- Experience of effectively analysing problems and data, presenting solutions and information in a meaningful way to a diverse range of audiences;
- Experience of planning, forecasting and managing project costs;
- Prince 2 accreditation, PMQ (previously APMP) or other similar qualification.

You may also have:

- Experience of working in an Agile project management environment;
- Advanced Microsoft Project and Excel Skills.

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:

Stacey Forman, IT PMO Manager

Tel: +44 (0)113 343 1506

Email: s.forman@leeds.ac.uk

Additional information

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.



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.

