



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Digital Education Systems Project Manager, Digital Education Service



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

Reference: CSDLS1077

Fixed term for one year

Digital Education Systems Project Manager

Digital Education Service

Are you an experienced Project Manager with an interest in implementing new digital education systems to enhance teaching and learning activities at the University?

The Digital Education Service is a core University service which delivers innovative digital learning and institutional digital education solutions. As a Digital Education Systems Project Manager a key part of your role will be managing relationships with University stakeholders and internal and external delivery partners to ensure successful delivery of new digital education systems implementation projects.

You will be required to work effectively with limited supervision, having the ability to organise and work effectively with others.

Main duties and responsibilities

As a Project Manager within the Digital Education Systems Team, your main duties will include:

- Managing University Digital Education Systems' projects throughout the various stages of the lifecycle, including planning and control, management of resources, risk management, benefits, milestones, costs, and scope;
- Playing a key role in the shaping of the initiative. This will include agreeing scope, oversight, ownership and roles; ensuring close strategic alignment and effectively consulting with key stakeholders to achieve this;
- Supporting and providing assurance to the Project Business Lead and Project Sponsor regarding the management of constraints, priorities and risks, to drive negotiations between parties to gain consensus where necessary and to deliver results accordingly;
- Planning for and managing the human aspects of project delivery ensuring clarity and engagement of roles with those engaged on the project, ensuring a smooth transition to business as usual and minimising disruption through effective and appropriate change readiness techniques;
- Working with the Digital Education Systems Manager to provide timely and accurate project reporting to key stakeholders;



- Working collaboratively with colleagues to make project management approaches more consistent, effective and transparent through the use of industry-standard approaches, methodologies and IT applications;
- Providing timely reporting and information for reviews for the project, demonstrating adequate management controls;
- Supporting project boards and providing relevant management information,
- Contributing to the development of change management skills through sharing best practice; coaching and supporting other colleagues impacted by the project;
- Making recommendations based on lessons learnt for future developments, acting as an internal consultant to provide objective guidance and advice to senior management, in conjunction with the Digital Education Systems Manager;
- Demonstrating both personal and role model leadership in terms of being focussed, flexible, professional, motivated and personally effective in order to deliver the agreed deliverables and outcomes;
- Developing and maintaining a high level of knowledge of the latest developments within the University of Leeds, the HE sector, and best practice in project management in order to provide advice and guidance on a range of issues within the Digital Education Systems Team.

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:

- Significant recent experience in applying best practice project methodologies successfully to deliver high profile, concurrent complex projects in a client facing role throughout the entire project lifecycle (such as PRINCE2, Managing Successful Programmes or the APM Body of Knowledge);
- Significant experience of managing risks, issues, assumptions, dependencies and changes on a project;
- An ability to work confidently and assertively with a range of senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes and manage expectations;



- Experience of managing external parties including suppliers and other partners;
- Ability to be flexible, creative and self-motivated in approaching complex organisational issues, with an ability to ensure delivery of stated project outcomes through strong organisation and prioritisation skills;
- Experience of leading and managing staff and project teams with an ability to achieve results through other people without necessarily using formal line management authority;
- Experience in the use of MS Project and of interacting with a collaborative tool such as MS SharePoint;
- A good understanding of Higher Education combined with ability to challenge accepted norms;
- Excellent skills in leading and facilitating workshops and events; providing structure to enable groups to function effectively;
- Strong problem solving and analytical capability; confident dealing with complex financial, performance, strategy and organisational information;
- An ability to develop a detailed knowledge of digital education systems and a willingness to become the product specialist during the lifecycle of the Project.

You may also have:

- Previous experience working in a Higher Education environment or heavily regulated industry;
- Previous experience of managing digital education system implementation projects;
- A Prince 2/ P3O or other relevant project management qualification (e.g. APM / PMI).



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:

Trudy Wagstaff, Digital Education Systems Manager

Email: t.wagstaff@leeds.ac.uk

Additional information

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.

