RECRUITMENT PACK

IT Services

Project Manager (Fixed Term 2 Years)
INTRODUCTION

The University of Wolverhampton holds a distinctive place within the higher education sector, and is one of the most successful modern universities, delivering excellence in teaching and research, widening access, and business engagement. Having begun life 190 years ago to enhance the education and skill base of the workforce in what is today a major industrial conurbation, we have continued to fulfil and develop the role to meet the needs of the regions we serve. Today, as the 'University of Opportunity', the University of Wolverhampton is an integral part of economic growth and social change within the West Midlands and beyond.

Our course offering is comprehensive across our Schools and Institutes, based within four faculties. We have three main teaching campuses in the UK: City Campus based in the heart of Wolverhampton city centre, Walsall Campus, and Telford Innovation Campus. In addition, we have Learning Centres in Burton, Telford and Stafford and operate the University of Wolverhampton Science Park, a centre devoted to the support and enhancement of innovation and enterprise. Further business engagement sites are located in Hereford and Kidderminster, and we also have an international presence with over 20 transnational education partners.

We are well known for the provision of high-quality education with an excellent graduate employment record, with 96% of our most recent graduating class in employment or further study. We are a significant strategic force in the educational, cultural and economic development of the West Midlands, recognised for world-leading research across all our research areas in the most recent Research Excellence Framework exercise, which in 2014 saw our largest staff and research submission yet.

The next stage of our development continues with our new, ambitious Strategic Plan 2016-2021. The Plan has, at its core, three pillars:

1. Students First
2. Skills and Knowledge for Economic and Social Transformation
3. Significant Influence and Impact

These pillars reaffirm our commitment to being the University of Opportunity, whilst driving forward outstanding teaching, research and business engagement, to make us a leading university in the UK and internationally.

Our five-year investment programme Our Vision, Your Opportunity aims to generate £250 million of investment by 2020, enhancing the student experience and driving economic growth to allow us to deliver our new Strategic Plan. It has already resulted in changes to the Campus skyline with new buildings like the Rosalind Franklin and Lord Swraj Paul buildings, home to our Business School. A £4 million redevelopment of the City Campus courtyard includes new catering options for students, including an on-site Starbucks, while the new Science and Technology Prototyping Centre at the University of Wolverhampton Science Park has opened its door to potential tenants.

We have also unveiled specialist engineering provision at Telford and City campuses (£12 million investment in total), the Digital Campus programme of digital projects is transforming student and staff processes and interactions, and our new £100 million construction and built environment 'super campus' is breathing new life into the former Springfield Brewery site in Wolverhampton. All of this is further supported by investment in research and academic staff.

This is an exciting time to join the University of Wolverhampton and we look for exceptional candidates to work with us in achieving our vision. Come and join us.

Professor Geoff Layer
Vice-Chancellor
The University of Wolverhampton is a learning community promoting excellence, innovation and creativity. The University is committed to being:

- an agent for social inclusion and social mobility;
- an arena for the development of innovative ideas and critical thinking;
- a strategic force driving educational and cultural strategy for the city and the region;
- an educational hub supporting the economy through employment, entrepreneurship, creativity, knowledge transfer, research and development.

Through knowledge, innovation and enterprise we aim to transform the lives of all those who engage with us.
OUR HISTORY

The University of Wolverhampton is a leading modern university with a tradition of providing opportunity and academic excellence dating back more than 190 years.

The early years (1827-1899)
The roots of the University of Wolverhampton lie in the 19th century growth of Mechanics Institutes, which provided vocational and general education for working men. Following its formation in 1827, the institution grew and strengthened in the decades that followed, influenced heavily by being at the heart of the Industrial Revolution.

Early 20th century (1900-1944)
By 1903, an educational foundation had firmly been established with over 1,300 students studying courses including coach building, house painting and pattern making, with scholarships introduced in the early part of the 20th century. The Wolverhampton Technical College had been formed by 1915, as well as the Municipal School of Arts, later to become the Wolverhampton College of Art. In 1920, the original Deanery House was demolished, making way for the iconic Marble building you see today in Wulfruna Street. The foundation stone was laid by HRH Prince George in 1932 forming the base for the University’s presence in Wolverhampton city centre to the present day.

The post-war years (1945-1968)
The post war ‘boom’ in education led to a growing demand for a variety of subject areas and in 1945 a music department opened, enrolling 135 students in the first year.

In 1957, the College was awarded one of the earliest digital computers in the UK. By 1966, with student numbers c.7,000 the College began to provide Bachelor’s degrees with options in English, Geography, History, Music, Economics and Computer Technology and held its first ever degree ceremony.

Wolverhampton Polytechnic (1969-1991)
On 1 September 1969, the College was officially designated a Polytechnic. It comprised five faculties: Applied Science, Art & Design, Arts, Engineering, and Social Sciences, with a further Faculty of Education established in 1977.

The 1970s also saw Wolverhampton develop into a truly international community with students from Iran, Malaysia, and Nigeria, and the delivery of Wolverhampton courses internationally beginning to flourish.

By the 1980s, through mergers with teacher training colleges in Wolverhampton, Dudley and Walsall, and expansion into the overseas market, the University had established itself as a global provider of entrepreneurial education. Nurse education was brought into higher education institutions from hospitals, mainly in polytechnics. For Wolverhampton, this led to the creation of the School of Nursing and Midwifery at Walsall Campus. Independence from local authority control and incorporation as a higher education institution occurred in 1988.

The University of Wolverhampton (1992-present)
In 1992, Wolverhampton Polytechnic was granted university status and became the University of Wolverhampton with direct degree awarding powers.
THE UNIVERSITY OF WOLVERHAMPTON TODAY

With approximately 22,000 students, of whom 80% are undergraduate, we are a large academic community. With a portfolio encompassing biosciences, social sciences, construction, engineering, law, computing, business management, education, health and wellbeing, and creative and performing arts we are renowned internationally for the quality of our programmes and recognised as being at the leading edge in enabling students to secure professional careers – as evidenced by our students’ 96% employability rate.*

We are fully committed to enhancing the student experience and the learning and teaching environment. We are developing clear faculty approaches to learning, teaching and assessment, particularly focusing on student support, innovative teaching, scholastic development and research-informed teaching. As well as continuing to deliver effective teaching and learning in key subject areas, we are growing our portfolio of courses aimed at the economic needs of the region. This is reflected in the advance of our science, technology, engineering and maths (STEM) based provision, as well as specialist facilities, such as the British Judo Centre of Excellence at Walsall Campus, helping our students to develop the skillsets to achieve their ambitions.

We have recently reviewed our postgraduate portfolio and new areas of activity are developing rapidly. Over the last few decades our unique portfolio has attracted students from across the globe, and we were one of the first to develop ‘in-country’ delivery of our programmes.

We play a key role within our region and we have a significant track record of raising education standards in regional schools. We are leading the drive for improvement of underperforming schools in our region and supporting them to raise the aspiration levels of young people in the area. We currently sponsor a number of academies, two University Technical Colleges, and have a significant outreach programme to raise the aspiration of young people in the region.

The University has a long track record in the development of alternative and flexible forms of learning, particularly through blended learning. A major aspect of our ongoing investment is the new Digital Campus: a £30 million five year growth programme of five key digital projects. It aims to go beyond changes to IT infrastructure by aligning the University’s people, processes and systems and changing the way they interact.

We have a well-developed sense of purpose in respect of widening access and securing student success and we adopt the key principles of the Student Lifecycle Model developed by HEFCE in 2001. This means that we have a commitment to a holistic approach to an inclusive and accessible curriculum. We define widening access as providing opportunities and making sure individuals are able to maximise that opportunity. This requires a particular focus on transition to higher education, a supportive learning environment, a recognition of diversity, support into graduate employment and postgraduate study.

Our student body is very diverse in that we have one of the highest proportions of students from low income groups, a high proportion of students from minority ethnic groups, significant numbers of part-time and mature learners. We also have a rapidly growing intake of disabled students. All of this is based on building on our heritage and seeking to secure an inclusive environment.

We are committed to being a major global player and are increasingly developing key partnerships to secure further growth. In recent years there has been a significant growth in transnational education (TNE) partnerships and numbers are continuing to grow. There are also significant international research links in the faculties and these are also increasing.

As well as enhancing our students’ employability, the University is highly regarded within the region and beyond for the help it is able to give its commercial partners. We work with businesses of all sizes, from the small and medium-sized enterprise (SME) community to larger national companies. In support of research and development, the placement of our students into business and in discrete project assignments.

*Destination of Leavers from Higher Education, Class of 2017
STRATEGIC PLAN 2016-2021

Our mission
Maximising opportunity through generating knowledge, innovation and enterprise.

Pillars
1. Students First
2. Skills and Knowledge for Economic and Social Transformation
3. Significant Influence and Impact

Our ambition
To be a progressive and influential sector leader, championing diversity, growth, and creating life chances for all while enhancing economic impact and accelerating ambition across the entire University community.

1. Students First
   By 2021, we will:
   1.1 Achieve a sector-leading University experience for all.
   1.2 Maximise individual potential for all students.
   1.3 Create outstanding learning opportunities informed by world-leading research and professional practice.

2. Skills and Knowledge for Economic and Social Transformation
   By 2021, we will:
   2.1 Provide learning, research and engagement opportunities which target the economic and social needs of the areas in which we operate.
   2.2 Maximise individual potential for all our staff.
   2.3 Seek to eliminate inequality by narrowing the skills gap within the communities we serve.

3. Significant Influence and Impact
   By 2021, we will:
   3.1 Transform lives through research.
   3.2 Be renowned as a University that makes impact regionally, nationally and internationally.
   3.3 Foster global knowledge exchange and collaboration.
The University of Wolverhampton has prepared for the change in the higher education policy and funding environment in the UK. With good financial reserves and a high quality, focused curriculum offer, the future of the University is strong.

We also have a new innovation and enterprise strategy. Developing and enhancing current activity in this area, two innovation and enterprise hubs have been created at either end of the Wolverhampton Telford Technology Corridor, creating an environment that stimulates and encourages enterprise, entrepreneurship and innovation in the region. This not only presents fresh opportunities for students and graduates but also provides local businesses with the incentive to raise their research and development activities across the full range of technologies.

In 2018, we were awarded a Silver award as part of the Teaching Excellence Framework assessment. This award recognises that the University delivers provision that is of high quality and consistently exceeds the rigorous national quality requirements for UK higher education, with most students achieving excellent outcomes. Our enhancement of student learning opportunities was also highly commended, the highest possible accolade, following the last institutional audit by the Quality Assurance Agency in 2015. Additionally, our National Student Survey results continue to be strong.

In the Research Excellence Framework 2014, we entered more staff across more subject areas than ever before and all Research Centres submitting work had elements graded at the highest level, classed as world-leading.

We have made significant investment in our teaching and learning spaces, creating state-of-the-art facilities for students and staff. Following notable investment at Walsall Campus that resulted in our iconic Performance Hub, Library and a new Institute of Sport, including the British Judo Centre of Excellence, recent years have seen our Campus landscape develop even further. The £25 million Rosalind Franklin Building, a state-of-the-art science centre, opened for teaching in 2014 and the following year established the new £18 million Lord Swraj Paul Building, home to the University of Wolverhampton Business School. Our recent Millennium City courtyard redevelopment has improved access and catering facilities in the heart of our City Campus.

Further investment in engineering has transformed Telford Innovation Campus, while our plans for the new Springfield Campus are developing the former Springfield Brewery into a centre of excellence for construction and the built environment.

A new £10 million Science Centre has opened its doors on the University of Wolverhampton Science Park. The impressive three-storey facility offers high-specification spaces, workshops, specialist equipment and Category 1 and 2 laboratories for science and technology-based businesses in the Midlands.

The new Centre for Sikh and Panjabi Studies, launched in early 2018, will offer PhDs and Master’s level courses in Sikh Studies, as well as continuing professional development (CPD) courses for teachers and managers of diverse workforces such as national and local government, the NHS and the emergency services.
RESEARCH AND INNOVATION

Research
The University of Wolverhampton has a breadth of research interests across its academic subject areas. Across the University, we have over 20 Research Centres and Institutes focusing on research areas including neuro-oncology, sport and exercise performance, dementia, art and design practices and the built environment. Our applied research activities impact on business, public and voluntary sectors in a number of ways by advancing knowledge and addressing real world problems. We are on a path to grow our research base and increase our impact, demonstrated by our improved Research Excellence Framework 2014 outcomes. As part of our commitment to enhancing research, we have invested £12 million to fund new or enhanced research areas over six years.

The initial focus of the investment has been the recruitment of new academic staff, to significantly enhance the research capacity and capability of the University in target areas and further build the research community. In addition to these strategic appointments a number of PhD studentships have been established to grow existing high-quality research within the University, and we continue to invest in current staff to provide opportunity to grow the capacity for world-leading research. In the latest investment round, we have focused on new strategic strengths.

Business Growth and Innovation
The University of Wolverhampton is a business-facing university, investing in the development and enhancement of regional and national businesses.

Through our Telford Innovation Campus and the University of Wolverhampton Science Park, we provide much needed business incubator and grow-on space. Businesses housed in the incubator space have access to onsite business advice and training, specialist consultants, access to University facilities and consultants, and the Business Start programme. The University’s Business and Innovation Centre on the Telford Innovation Campus provides ‘grow-on’ space for those companies currently occupying the e-Innovation Centre on the same campus. The campus can hold up to 60 businesses with a further 80 businesses based at the Science Park.

The University of Wolverhampton is committed to the development of businesses. Our Business School, housed in the Lord Swraj Paul Building, features an executive education suite for training the business leaders of the region. Our Business Solutions Centres are support facilities that provide a one-stop shop for businesses to seek expert unbiased advice, support and resources from the combined partnership. Through the Business Solutions Centres, the University is also able to act as a ‘broker’ facilitating business expansion, something which businesses have reported is lacking within the region.

Our presence in Hereford will soon grow with the addition of a new Centre for Cyber Security jointly funded by the University and Herefordshire Council.

In 2016, we launched our new Apprenticeship Hub on City Campus, which provides opportunities for budding apprentices to develop professional and technical skills in a real working environment, at the same time providing valuable resources and support to help meet the needs of local businesses. Over 400 apprentices are now studying with us on Higher and Degree Apprenticeships in areas as diverse as construction, healthcare and management, while the portfolio continues to grow to offer even more opportunities.
WOLVERHAMPTON: A PLACE OF OPPORTUNITY

The University of Wolverhampton is a vital provider of inspiration, aspiration, practical support and development in the Black Country, West Midlands and beyond.

The city has a vibrant, diverse, multicultural community and excellent transport links to Birmingham, Shropshire, Staffordshire, London and beyond. Just 30 minutes from Birmingham International Airport, the University of Wolverhampton is truly at the heart of the nation.

The Black Country is made up of four boroughs – Dudley, Sandwell, Walsall and Wolverhampton. Each borough is independently operated and has its own strengths and needs, but the Black Country as a whole is characterised by rich social, cultural and community diversity containing areas of social deprivation with traditionally low levels of educational participation.

The West Midlands Combined Authority (WMCA) is a combined authority for the West Midlands, uniting twelve local authorities and three Local Enterprise Partnerships working together to devolve powers from central government to locally elected politicians, such as first Mayor of the West Midlands Andy Street, with a focus on some of the biggest issues affecting people’s lives in the region.

In line with the University’s own £250 million investment plans, which are funding multiple flagship projects helping to change the city’s skyline, the city is also being revitalised in other ways. Wolverhampton is one of the top ten fastest growing economies in the UK with over £3.7 billion investment either on site or in the pipeline.

The interchange project in Wolverhampton city centre has revolutionised transport into the city, creating a single hub for public transport and creating a gateway entrance to the city on the West Coast Main Line. Multi-million pound extensions to the region’s tram network will also see transport links strengthened further over the coming decade.

The i54 project, just off the M54, sits between our City and Telford campuses, a 15 minute drive from either location. Supported by the Wolverhampton, Staffordshire County and South Staffordshire Councils, i54 is a significant development for the region with Jaguar Land Rover, Moog, and Eurofins already on the site.
OUR REGIONAL PRESENCE

We are a university of the region and for the region. Our mission commits us to providing for, and contributing to, the region through vocationally relevant programmes that enable and encourage individuals to realise their full potential. 80% of our undergraduate students come from within 25 miles of the City Campus which incorporates the Black Country, Shropshire, Staffordshire and Birmingham.

Powered by the revolutionary Midlands Engine and led through the Black Country local enterprise partnership (LEP), the area is undergoing a programme of regeneration. £1 billion of government investment will boost the region’s economy, with the West Midlands becoming a major ‘city region’ in which the University is a key partner for success.

The establishment of a devolution agenda in the region has led to the development of radical new partnerships. To address the challenges facing the West Midlands economy, we’ve entered into a groundbreaking partnership with Birmingham City University and Coventry University to launch West Midlands Combined Universities (WMCU) with a collective aim of increasing growth and prosperity in the region. We’re also collaborating with six universities as part of Midlands Enterprise Universities (MEU), a partnership that will combine the knowledge, expertise and influence to provide an economic resource to power the Midlands Engine. The focus is on collaboration and economic growth.

We help to embed entrepreneurship in our region through initiatives such as SPEED, led by the University and part-funded by the European Regional Development Fund, which aims to support current students and graduates to set up their own business. Helping participants to develop entrepreneurial skills, the project creates new jobs and wealth in the West Midlands region.

Part of our continuing success lies in our innovative partnerships, working to improve education and opportunity for communities across the West Midlands through Academy Schools, University Technical Colleges and University Centres, as well as collaborations with local businesses, particularly on sites such as Springfield. Flagship projects like this will help to mark out Wolverhampton as an economic power, with Springfield Campus positioning the city as a national and international hub of excellence for construction and the built environment.

The University of Wolverhampton Science Park is home to over 80 businesses. In addition to office and workshop space, the site provides an incubation unit for start-up companies and offers conferencing and seminar facilities to businesses, as well as Wolverhampton Business Solutions Centre which is recognised for providing award-winning business support services and consultancy. In 2016, we launched a new Business Solutions Centre in Wyre Forest, Kidderminster, following 2015’s new centres in Skyline Park, Hereford, and in Telford, which extended our support across the Marches region.

Our work in Shropshire is currently centred around our Telford Innovation Campus and involvement with the Marches LEP, while we are engaged with a number of Staffordshire based schools and businesses. In 2015, University Centre Telford launched at Telford’s Southwater One complex; a collaboration between the University and Telford College of Arts and Technology, the centre widens access to higher education through its offer of short courses and professional development opportunities. Over recent years, we’ve grown our presence in these areas, such as our new distributed learning centre, University of Wolverhampton in Stafford (UWISS), which is providing opportunities for lifelong learning to the community.

Meanwhile, a new centre is marching ahead in the fight against cyber crime. A joint venture between the University and Herefordshire Council, the Centre for Cyber Security in Hereford is a multi-million pound development which will provide office space for businesses and offer high quality research and training facilities designed to help the cyber sector tackle threats in cyberspace. The centre will be located on Skyline Park in the Hereford Enterprise Zone and is expected to open by spring 2020.
REGIONAL PRESENCE

- **Campuses +**
  - Wolverhampton, Telford, Walsall, UoW Science Park, Springfield

- **Distributed Learning Centres / Regional Learning Centres**
  - Stafford, Southwater (Telford), Hereford, Kidderminster, Burton

- **University of Wolverhampton Multi-Academy Trust Schools**

- **University Technical Colleges**
  - Health Futures - West Bromwich, WMUTC - Springfield

- **Other Significant Projects**
  - Elite Centre for Manufacturing Skills Spokes – Tipton & Aldridge
  - Arts Park – Wolverhampton
  - Cyber Security Centre - Hereford
OUR INTERNATIONAL PRESENCE

The University of Wolverhampton has an impressive international reputation built on the University’s core activities in teaching, research and consultancy.

With over 10% of our student body coming from outside the EU, we are committed to the internationalisation of our University. We work with a number of partners across a range of geographical regions to deliver courses in-country, as part of the University’s commitment to partnership and development for the global economy. Our in-country provision has been going for over a decade and we now have over 2,000 students studying University courses ranging from Higher National Diplomas (HNDs) and honours degrees to taught postgraduate courses.

We are committed to engaging in overseas capacity building as a major part of our mission and strategy. Examples of such engagement include working with partners on staff development programmes to provide the opportunity for those staff to gain Master’s, PhDs or teaching qualifications, and working directly with governments on leadership and entrepreneurship programmes.

The University of Wolverhampton has committed a minimum of 1% of its overall international income to international Corporate Social Responsibility (CSR) projects. A range of initiatives have been supported by the University to provide opportunities for young people from disadvantaged backgrounds in Costa Rica, Cameroon and India. In addition, the University has welcomed Syrian academics under the CARA scheme.
THE UNIVERSITY OF OPPORTUNITY: OUR INTERNATIONAL PRESENCE
IT SERVICES – DIRECTORATE OVERVIEW

IT Services provides the leadership for the Digital Strategy of the University and the delivery of the key elements of the Digital Strategy. In order to do this we work closely with every area of the University and collaborate effectively with every team involved in delivering digital solutions.

We maintain and support the University’s core IT infrastructure and the end-user computing estate including staff and student computers, telephony and classroom technology as well as standard and specialist software.

We work closely with a range of internal stakeholders across academic and professional services, as well as technology suppliers, to provide the university community with technology and systems to deliver its teaching, learning and business services. A service desk and a team of support staff provide help and guidance to our students and staff working on and off campus.

Our Guiding Principles
- University systems and services that work first time, every time, which are responsive to students needs and present the most relevant information clearly and intuitively.
- Digital solutions, services and workflows that work in synergy with our excellent staff.
- A commitment to every member of the University community to support, challenge and encourage the development of a digitally confident University.

Our Ambition
Through the Digital Strategy, IT Services will be leading an ambitious programme of projects and activities which has at its heart a mission to inspire student, staff and academic success.

We are working to deliver digital solutions and services that are sector-leading and which will lead to the University being nationally recognised as a centre of excellence in digital services, solutions and data in higher education.

Transforming the University
In order to achieve our ambitions we are embarking on an exciting journey to transform digital services and solutions at the University and, most importantly, to transform the digital confidence and competence of every member of the University community.

Through our Digital Campus Programme we already lead on a number of transformational change projects for the University, providing project management, professional project support and technical skills. Current projects include Personalised Timetables for students and staff, a replacement Library Management System and a new Research Management system. Future projects will concentrate on digital confidence, digital workflows and a new University-wide approach to our digital relationships between staff, students and other stakeholders.
1. ORGANISATION CHART
Reports to: Assistant Director and Head of IT PMO
Direct reports: N/A

2. CONTACTS
Internal:
Staff at all levels – academic and administrative staff, including senior managers, students and members of the University community

External
Suppliers, contractors, staff in other HE organisations, government departments

3. BUDGETARY RESPONSIBILITY
Not a budget holder but responsible for monitoring and managing Project budgets.

4. PURPOSE OF THE POST
The postholder will be required to lead on delivery of IT Services projects, working within a Project Board environment. The post holder will define, manage, and deliver large and complex projects. The postholder will have responsibility for assigned projects and will supervise the performance of staff assigned to their project teams. Project teams may be composed of staff at all levels, across departments, and may include more senior positions – therefore it is expected that the post holder will have experience of working with staff in roles ranging from junior to senior management positions, and can effectively incorporate team members into a cohesive project team, focussed to deliver the expected project outputs and/or outcomes. The postholder should have the ability to run projects through the whole lifecycle from conception to “Business As Usual”.

The post holder will work with Project and Programme Boards (where applicable) and have strong communication skills, effective in both verbal and written communication. Strong technical and analytical skills will also form part of the postholder’s profile, enabling timely and relevant identification of relevant background, opportunities, project risks and issues pertaining to the systems and service based project(s) being managed, and ensuring that appropriate escalation and advice regarding solutions and/or direction is provided to assist Boards in decision-making activities.

With background experience in technical or systems-based projects and programmes, the postholder will also provide business analysis skills to complement project management activity, thereby ensuring products and solutions resulting from projects are appropriate, fit for purpose and delivered to the expected quality standards.

5. MAIN DUTIES AND RESPONSIBILITIES
5.1 Manage projects to agreed project plans within a governance structure of Project and Programme Boards.
5.2 Use the selected project methodologies (based on PRINCE2) to ensure that projects deliver their objectives to an acceptable quality standard. Ensure that IT-based solutions are appropriately designed and “future-proof” as far as possible.
5.3 Plan and execute projects to meet milestones, including monitoring and management of tasks, time, risks, issues, resources, costs and targets.
5.4 Produce formal project and technical documentation to a required standard.
5.5 Lead, manage and motivate staff within project teams. Compile and distribute work packages to staff and monitor progress against project plan.
5.6 Provide appropriate reporting within the governance structure. This may include verbal and written reports such as formal project communications, exception reports, progress reports, stakeholder reports and attendance at meetings.
5.7 Inform and advise Project/Programme Boards and Project Sponsors on any risks, exceptions, issues, opportunities, choices or scope changes affecting the project.
5.8 Monitor and manage project budgets in liaison with financial managers and Finance Department.
5.9 Manage systems and service procurement as appropriate in liaison with the University's Procurement Team. This may involve the full range of procurement.
5.10 Ensure that projects are transitioned to “Business As Usual” with appropriate training, support and schemas (including Service Level Agreements).
5.11 Work collaboratively to build business relationships internally and externally and ensure that they are maintained through effective communications. Take responsibility for input to communications strategies.
5.12 Build knowledge and understanding of University systems and processes and the interactions between them and use this to guide projects, ensure that projects deliver appropriately-designed solutions and to inform strategic decisions to the benefit of the University.
5.13 Ensure that Service Level Agreements are fit for purpose and that support plans and schemas have been agreed internally and with 3rd parties to ensure effective transition from Project to Business As Usual.
5.14 Take responsibility for personal skills development and for keeping abreast of developments in Project Management methods and practice.
5.15 Such other duties and responsibilities as may reasonably be required within the level of the post.

6. OTHER FEATURES OF THE POST

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

7. DATA PROTECTION ACT (2018) and GENERAL DATA PROTECTION REGULATION (GDPR)

The role holder will be familiar with the above legislation and will, at all times, be mindful of his/her responsibilities under the above Act. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

8. COMPUTER MISUSE ACT (1990)

The role holder will need to have regard for the provision of the above Act and in particular take such steps as may be necessary to prevent unauthorised access to computer material (Section 1) and the unauthorised modification of computer material (Section 3).

7. HEALTH AND SAFETY

The role holder may be expected to undertake emergency first aid training. The role holder must ensure, as far as is reasonably practicable, that he/she is familiar with all relevant Health and Safety legislation and recommendations and that these are observed within his/her areas of responsibility. Attention is drawn to the University's policy statement on Health and Safety at Work, copies of which have been displayed on noticeboards in the University. Any accident in the role holder’s area must be entered onto the online Accident and Near-Miss Reporting System.
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<thead>
<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Standard of general education</td>
<td>• Good general standard of education or equivalent experience.</td>
<td>•</td>
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<tr>
<td>Academic Qualifications</td>
<td>• A degree or equivalent.</td>
<td>• IT or Business-related degree</td>
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<tr>
<td>Professional Qualifications</td>
<td>• Project Management qualification such as PRINCE2 Foundation or equivalent</td>
<td>• PRINCE2 Practitioner qualification or equivalent.</td>
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<tr>
<td>General skills/experience</td>
<td>• Proven project management skills and experience, through the whole lifecycle from concept to implementation and “Business as Usual”, including the successful implementation of sizable enterprise-wide applications.</td>
<td>• Experience of project management in a public sector environment.</td>
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<td>• Demonstrable experience of successful delivery of one or more projects with a significant IT infrastructure/systems/process component.</td>
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<td>• Experience of managing and contributing significantly to large scale business change initiatives.</td>
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<td>• Experience of working in a complex environment with a wide range of parallel and mutually dependent activities.</td>
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<td></td>
<td>• Experience of managing and motivating project teams including both business and technical staff and of working effectively as part of a wider multi-disciplinary team.</td>
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<td>Specific knowledge and skills</td>
<td>• Knowledge and experience of using standard project management methodologies and tools.</td>
<td>• Knowledge and experience of Business Analysis.</td>
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<tr>
<td></td>
<td>• Experience of working in a complex environment with a wide range of parallel and mutually dependent activities.</td>
<td>• Knowledge and experience of Business Process Engineering.</td>
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### PERSON SPECIFICATION

#### Attribute

**Specific Knowledge and Skills**

- **Essential**
  - Demonstrable ability to plan, manage and take ownership of a range of tasks and deliver these to required deadlines.
  - Proven successful risk mitigation and quality management experience.
  - Excellent written and verbal communication and presentation skills, with practical experience of authoring a wide range of documents, including formal reports. Ability to relate confidently and effectively to stakeholders at all levels and to tailor material to their needs.
  - Negotiation skills, including managing third party relationships, including suppliers.

- **Desirable**
  - Knowledge and experience of change control and configuration management.
  - Practical technical experience of relational (SQL) databases and interfaces between databases.
  - Experience of procurement processes, including EU and framework agreements.

**Personal attributes required for effective performance in role**

- Ability to inspire confidence and positivity and to develop co-operative relationships in order to ensure successful delivery of objectives.
- Flexible approach to work including the ability to take on different roles and work flexibly on multiple projects within sometimes challenging timescales.
- Self-motivating, resilient, and able to work with minimum supervision.

**Other**

- Commitment to equal opportunities.
- Appreciation of IT-related legislation e.g. Data Protection Act, GDPR
- Commitment to continued professional development and skills acquisition.
Information on how to apply can be found here.

Selection activities will involve a panel interview and a practical exercise.

If you’d like more information about this role please contact Gareth Kirk at G.Kirk@wlv.ac.uk or 01902 322005.