



Job Description

Job Element	
Job title:	IT Project Manager
Department:	IT
Reports to:	CIO
Location:	Derby / Home Based, some UK travel required
Type of position	Permanent, full time
Job summary:	Responsible for the management of key IT internal and client facing projects, ensuring they are planned, coordinated, executed and delivered on time and on budget, within scope and delivering the required goals.
Qualifications:	Degree or equivalent in relevant subject
Technical skills:	<ul style="list-style-type: none"> • Project methodology (Agile / PRINCE2) – AGILE is key for this role • Process mapping (Visio) • MS Project / Wrike (or similar) • Good general MS Office skills
Profile:	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable experience in project managing complete software / technology development cycle • Ability to lead the execution of multiple projects • Experience managing high volume of projects • Critical thinking and high-level problem-solving skills • Excellent time management skills with ability to work to deadlines • Proven experience of delivering consistently accurate and high-quality work • Process driven • Awareness and knowledge of Governance around projects • Ability to work on own initiative and be self-motivated • Competent in required project methodology (Agile) • Ability to anticipate and react to change • Good communication skills • Reporting experience • Managing to business needs • Acting as a conduit between businesses, IT and the market • Being collegiate and able to carry differing demands and agendas on the same journey by brokering common goals • Keeping to an open and transparent methodology . • Must be able to travel to Derby office <p>Desirable:</p> <ul style="list-style-type: none"> • Workforce management systems experience • SaaS experience • Professional Services experience • NHS experience
Principal Tasks and Activities:	<ul style="list-style-type: none"> • Developing project plans, goals, budgets and identifying resources needed • Developing schedules and methods for measuring results • Guiding and performing strategic analysis for the project • Organising and managing all phases of the project to ensure on-time completion within cost tolerances • Assembling and coordinating project team members; assigning individual

	<p>responsibilities</p> <ul style="list-style-type: none"> • Planning and overseeing the preparation and dissemination of project communications. • Monitoring, reporting and demonstrating control of project schedule, risks and issues • Managing resources across multiple projects • Managing change requests assessing impact on time, cost and other projects • Successfully managing the relationship with the client and all stakeholders
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Creating discipline within the remit of the role • Creating controls around the projects • Defining clear processes • Reporting clearly and articulately on status of projects
<p>Miscellaneous:</p>	<p>In addition the postholder will be expected to :-</p> <ul style="list-style-type: none"> • Undertake training deemed necessary for the pursuance of the post. • Ensure that Health & Safety is observed in the course of employment. • Comply with the contract of employment and company policies and procedures. • Comply with any reasonable requests which may be communicated by the company from time to time <p>This job description does not attempt to define, in detail, all duties and responsibilities and may be subject to periodic review and alteration by the company.</p> <p>The Information Security Management System applies to the Liaison Information System and relevant assets incorporating recovery and compliance services to the public sector.</p>