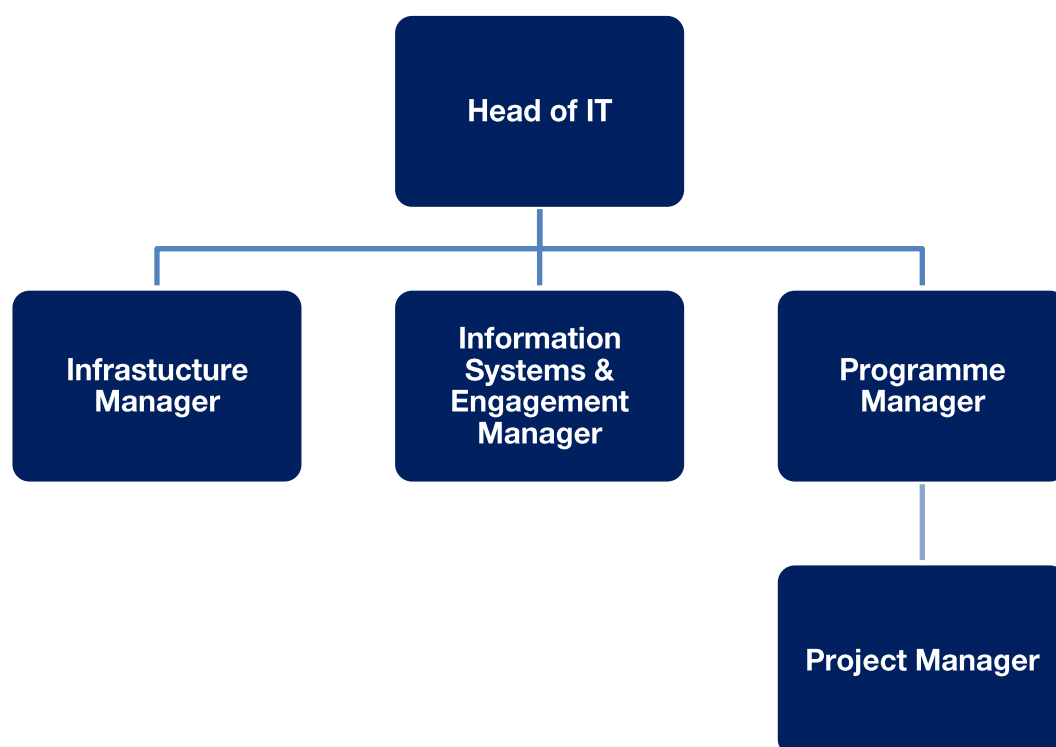


## Project Manager - IT

<b>DIRECTORATE:</b>	Corporate Services
<b>SECTION:</b>	Information Technology
<b>REPORTING TO:</b>	Programme Manager
<b>CONTRACT:</b>	FTC to 31/12/2019



## WORKING RELATIONSHIPS:

Inside Diabetes UK
<ul style="list-style-type: none"> <li>• Department Directors and Assistant Directors</li> <li>• Heads of Teams</li> <li>• Head of Strategy and Planning</li> <li>• All Diabetes UK Teams in London, the nations and the regions</li> </ul>
Outside Diabetes UK
<ul style="list-style-type: none"> <li>• Key DUK Suppliers</li> <li>• 3<sup>rd</sup> party organisation e.g. IT Lab etc.</li> </ul>

## OVERALL PURPOSE OF THE JOB

The post holder will be responsible for the Delivery of IT projects as allocated by the Head of IT these may consist of both projects with an IT Impact and those with charity wide impact

The post holder will support the implementation of any Diabetes UK programme and project framework and champion its benefits to all impacted parties supporting good change management practice.

The post holder will maintain and review IT processes and management reporting to support the Head of IT

## MAIN DUTIES AND RESPONSIBILITIES:

- Plan monitor and control projects
- Develop in year business cases for projects
- Deliver projects using the project management process framework and governance process to engage key stakeholders and assure delivery
- Manage the delivery of information systems change projects to agreed scope, timescale, quality, budget and customer satisfaction
- Identify and engage the project Team
- Agree the project scope with sponsors and control any change to the scope
- Identify and manage risks and issues
- Manage the project finances
- Communication with project stakeholders
- Manage third-party suppliers to ensure their project deliverables are completed to agreed time, budget and quality standards
- Manage the sign off of project phases / deliverables (requirements, testing etc)
- Support the production of annual budget submissions
- Support the development of charity wide programme and Project processes
- Maintain a clear process and reporting mechanism to support the production of KPI data in an efficient manner
- Maintain documented processes to achieve a more controlled development workload within IT
- Maintain documented processes control process to ensure all IT tasks follow a standard development lifecycle
- Undertake other work as might reasonably be required by the Data Services Manager, Head of IT,

## PERSON SPECIFICATION:

### The best person for this job will be able to:

- Demonstrate good organisational skills
- Demonstrate excellent communication skills – i.e. good clear oral and written English skills
- Demonstrate good proficiency with Microsoft Office, and have a strong working knowledge of Word, Excel, Visio, Powerpoint, SharePoint, MSProject and MSTeams
- Demonstrate Delivery of project requirements that meet or exceed stakeholder expectations
- Demonstrate ability to Manage third-party suppliers ensuring they meet project requirements
- Demonstrate a strong attention to detail to ensure project tasks, issues and risks are identified and managed to meet project requirements
- Have an excellent knowledge of programme and project lifecycles and their implementation in different organisations

- Establish close working relationships with key contacts in other departments, inputting to those practices and processes which impact IT.
- Demonstrate an ability to guide and influence other team members in respect of good practice in Change Management
- Display a proficiency in managing dependencies either on the department or on which the department relies.
- Work well as part of a team but also independently
- Demonstrate an analytical and methodical approach to problem solving
- Absorb and apply technical information
- Ability to plan own workload and meet timelines

### **The best person for this job will have experience in:**

- Running Projects to time and budget
- Integrating Business led projects into an IT Project / Programme of work
- General administration in an office environment (MS Office, Visio, )
- Providing excellent stakeholder communication
- Establishing and maintaining effective working relationships with multiple stakeholders and customers at all levels
- Championing company project / programme processes
- Demonstrate an ability to understand the reporting requirements of an IT team and an approach to developing and maintaining excellent accurate senior management and team level reporting
- Preparing programme board level documentation
- Resource Planning
- Working within a project team

### **The best person for this job will be:**

- A detailed person, with an excellent understanding of the impact their ideas have on the larger picture
- Able to understand and apply programme, project and IT processes
- Able to think for themselves and make appropriate decisions
- Able to mentor, support and coach within the project team
- Proactive and self-motivated
- Resilient and positive, with the ability to respond flexibly
- Able to relate to staff and volunteers at all levels