

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Project Manager
Accountable to:	Head of Major Programmes
Staff managed:	None
PURPOSE OF THE JOB	
<p>Reporting to the Head of Major Programmes, the purpose of this role is to take responsibility for the management and delivery of IT, Digital and Business projects as assigned by the Group Director, Delivery and the Head of Major Programmes.</p> <p>The post holder will manage one or more programmes or projects and will be accountable for the end to end project lifecycle from initiation through to handover to live operation.</p> <p>The post holder will support the Head of Major Programmes as required with reporting and coordination of projects within the overall programme.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Manage new or existing IT, digital and business projects as assigned • Take over in-flight projects and come up to speed quickly • Produce all necessary project management documents including but not restricted to Project Charters, Project Plans, Risk and Issue Logs • Actively manage risks, issues and dependencies, reporting any exceptions or problems to the Head of Major Programmes and the Project Board • Hold Project Board meetings to an agreed schedule and report as required by the board • Manage project stakeholder communications • Negotiating project activities across operational and academic functions • Oversee testing and ensure that testing is completed thoroughly and is signed off • Manage the process of transition into live running, and support during any agreed warranty period • Where required, plan and lead the business change management activities associated with the implementation of complex programmes and projects • Any other activities that may be requested by the Head of Major Programmes or the Group Director, Delivery 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification: Educated to degree level

Job Related Knowledge: Experience in education and/or awarding bodies is valuable.
Experience of delivering digital customer experience to a widespread user base.

Essential Skills

- Experience of working on a global platform and with various nationalities, backgrounds and cultures;
- Experience of managing multiple projects using matrix teams;
- Strong relationship management skills, with the ability to find ways of solving and/or pre-empting problems;
- Effective leadership and communications skills with the ability to create a sense of project team community;
- Ability to understand the needs of a diverse stakeholder group and manage them accordingly;
- Sound knowledge of project planning and control techniques;
- Knowledge of project management methodologies such as PRINCE2;
- An understanding of the process of transition from project to operational service and the techniques to effect this transition seamlessly;
- Management of external IT providers and contract resources;
- A track record of successful project delivery to budget, timescale and quality targets.

CONTACTS : INTERNAL AND EXTERNAL

- All internal and external stakeholders at Trinity College London including staff, contractors and business users;
- External suppliers and service providers;
- Head of Major Programmes;
- Group Director, Delivery and other members of Executive Team as required;
- Head of IT.

FINANCIAL PARAMETERS

Obtains approval from Head of Major Programmes before committing to or incurring spend