Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Project Resource Planner

Department/Division: Data and Technology Services   **Accountable to:** Lead Business Partner

Job Summary

- Leading, defining and constantly improving the resourcing planning input into the Data and Technology portfolio.
- Collaborating with Data and Technology colleagues on the portfolio processes, with a focus on resource planning.
- Arranging and collating the prioritisation of technology projects and deliverables through management of them within the portfolio document(s).
- Ensuring that the prioritised portfolio assets are also matched to assigned resources within the Data and Technology teams or through other partner sources.

Duties and Responsibilities

Knowledge and Experience
- To be practised in Resource Planning within a complex portfolio, where assets such as demand, prioritisation, deliverables and resource assignment are key.
- To update and maintain the portfolio within the Data and Technology for new and scheduled work
- To collaborate and input into the divisional processes for portfolio management.
- To be knowledgeable of portfolio management and be able to reference performance management practices and methodologies.
- Maintain excellent engagement with primarily the Business Partners for the collation and recording of demand and resource planning.
- Connect well and engage with other Professional Services divisions to create a joined-up and seamless approach to Professional Services.
- It's desirable to be Certified BRM (CBRM) accredited.

Communication
- To update and maintain the Data and Technology resource planning documents.
- To liaise with the Business Partners and colleagues in Data and Technology for all aspects of resource planning.
- To convey and discuss resource planning information and concepts to team members, Data and Technology colleagues, other staff and units within the School, external partners and suppliers as required.
- To ensure that the resource planning documents are made visible to all authorised stakeholders throughout Data and Technology, the BIU and the School.

Teamwork and Motivation
- To actively contribute to the management of Data and Technology through leadership or membership of appropriate working groups and project teams as required.
- To work as part of a team, supporting other team members and liaising with colleagues in Data and Technology and elsewhere in the School, where necessary.
- To take part in arranged training and team meetings.

Liaison and Networking
- To liaise with colleagues in Data and Technology in reply to enquiries on the Portfolio, with special regard to resource planning
- To ensure that the Portfolio and specifically resource planning is kept up-to-date and visible.
- Build and maintain effective working relationships with colleagues in Data and Technology, other Business and ICT managers and other departments for the mutual exchange of information, in order to ascertain the demand for solutions and services.
- Build and maintain relationships with external suppliers, consultants, sector partners and community peers to obtain knowledge of products, services and information relating to the delivery of Data and Technology services to the School.
- Ensure positive and proactive relationships between Data and Technology and colleagues across the LSE.

Service Delivery
- To act as a supportive and proactive member of the Business Partnering team, assisting Business Partners in collating their output into the portfolio for resource planning.
- To ensure the effective operation and provision of Resource Planning to meet agreed objectives.
- To participate in the analysis and development of requirements and specifications for IT projects and service deliverables, often liaison with the BIU and utilising their processes.
- To manage demand, in conjunction with the Data and Technology Portfolio and BIU processes, including estimating time and resources required.
- To prepare or assist in the preparation of IT projects to be put before School IT governance bodies.
- To work independently to carry out general and ad hoc administrative tasks as and when required, identifying the best course of action to provide an efficient service for the Business Partner team and their output to the division and School.

Planning and Organising Resources
- To organise own workload in order to meet agreed deadlines.
- To participate in the development of strategic objectives that include resource planning for Data and Technology, and to ensure the translation of the strategy into successful implementation and delivery of high quality services.
- To work closely with the Strategy and Architecture group in the understanding of business demand and its effect or alignment into the Enterprise Architecture.
- Become familiar with relevant School IT-related procedures and policies (for example GDPR).

Initiative and Problem Solving
- Through contacts within the division and across the School, develop and maintain an awareness of projects and activities across the School that have demand on Data and Technology.
- To troubleshoot and resolve problems as they arise, for example, liaising with colleagues to resolve discrepancies with deliverables and planned resources.
- To work with the Business Partners to identify and implement methods of optimise the resource planning processes.

Investigation, Analysis and Research

- To maintain a high degree of expertise and to stay up to date with technical, industry, legislative, and other developments involving Resource Planning.

- To maintain awareness of new and emerging technologies and to develop such skills and knowledge as are required to evaluate, introduce, and develop new technologies to support the strategic plans of Data and Technology and the School.

- To identify relevant risks and ensure that these are recorded and managed appropriately.

- To advise the Lead Business Partner on suitable products within the commercial market place to meet identified needs, to identify gaps that the commercial marketplace cannot fill, and to offer alternative solutions to a market approach as needed.

- To advise the Lead Business Partner on the relevance and suitability of new and emerging technical and operational standards to Data and Technology.

- To share knowledge and experience with peers in and outside of the academic community through regular attendance or presentations at relevant events and conferences.

- To participate in special projects and initiatives appropriate to the academic mission of the School, including involvement in relevant partnership projects both internally and externally.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.