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 postholder.

Job title: Project Manager

Department/Division: Data and Technology Services   **Accountable to:** Head of Project Delivery

Job Summary

The Project Manager will be part of the Project Delivery team which is responsible for the design and implementation of high-quality solutions to the LSE.

They will work with colleague Project Managers in the delivery of large/long-term projects through managing small projects/work-packages effectively to scope, quality and budget; manage quality and deliver to deadlines set on a consistent basis working with internal and external stakeholders.

The Project Manager will manage a number of medium to complex projects/work-packages concurrently and ensure accurate project plans and work schedules based on requirements to enable the overall delivery of projects.

Duties and Responsibilities

Teamwork
- Provide technical project management on medium projects/work-packages in collaboration with clients and other IT support staff for the LSE.
- Manage own team resources as well as those of stakeholders to deliver multiple small project/work-packages on time, as well as meeting quality and budgetary objectives.
- Work with Project Managers to ensure effective working of all departments with the Operational and Solutions teams on project design, feasibility and project end analysis.
- Work closely with Project Managers monitoring and assessing project status and requirements along with associated financial demands.
- Work with Project Managers reviewing and maintaining all project documentation and highlighting and managing risks and issues.
- Contribute to the development of the Project Delivery Team and the Data and Technology portfolio.
- Work with project managers to share knowledge and help improve the overall project management function

Decision making processes and outcomes
- Make decisions regarding project organisation and approach to delivery and issue resolution.
- Contribute to the Project Delivery Team resource planning (as required).
- Manage supplier evaluation and supplier selection.
- Identify school-wide training and communication requirements as part of project delivery.

Communication
- Communicate effectively with staff at all levels in Data and Technology Services and other departments to ensue high quality services are delivered.
- Maintain project documentation including version control.
- Promote the benefits of good project management to the organisation.
- Assist other staff of the department to author documentation as required in support of Data and Technology – this could be procedures or end-user documentation.
- Attend appropriate conference/seminar events and effectively disseminate information gained.

Problem Solving and Initiative
- Construct high quality project plans and work packages based on business specifications.
- Produce as required the documentation to effectively manage projects.
- Be able to manage risks and issues at the appropriate level
- Work with Project Managers on the solution of problems on behalf of the user, where this involves liaison with other members of Data and Technology Services, other departments and divisions in the School or external suppliers.

Planning and Organising
- Ensure own projects are adequately scoped and defined.
- Construct high quality project plans based on technical specifications and documentation required to effectively manage projects.
- Secure resources required for project delivery.
- Negotiate and manage work packages with the Data and Technology Solutions teams.
- Manage procurements and supplier contracts for projects.
- Establish and maintain appropriate project controls.
- Manage project dependencies and the interfaces with other projects or teams.
- Ensure products/services are accepted and signed-off and service transitioned into Operations.
- Ensure projects and project stages are completed and closed.
- Ensure projects comply with Project Delivery/Business Improvement Unit project quality standards.
- Prioritise own workload and that of the project team and direct reports as required.
- Manage and monitor project budgets.

Liaison and networking
- Represent and promote the services of the Project Delivery team for technical project management within the School.
- Maintain effective relationships with Data and Technology Solutions teams.
- Maintain effective networks with customers and stakeholders.

Knowledge and experience
- Advise and promote good project management practice as per Project Delivery/Business Improvement Unit.
- Develop of project management/portfolio methods, tools and knowledge including change management, business processed review and ideally programme management.
- Maintain knowledge of relevant HEI trends and developments and disseminate to the Project Delivery team/Data and Technology Services

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.