



### Job description and selection criteria

<b>Job title</b>	<b>IT Project Manager</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Saïd Business School</b>
<b>Location</b>	<b>Park End Street, Oxford and Egrove Park, Kennington</b>
<b>Grade and Salary</b>	<b>Grade 7: £29,837 -£36,661 (with a discretionary range to £40,046) per annum</b>
<b>Hours</b>	<b>Full Time 37.5 Hours Per Week</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Director Of IT</b>

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 22,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2011/12 was £1,016.1m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £409m p.a., and more than 80 spin-off companies have been created.

For more information please visit [www.ox.ac.uk/staff/about\\_the\\_university.html](http://www.ox.ac.uk/staff/about_the_university.html)

### Saïd Business School

The Saïd Business School is a department of the University and provides a range of business courses. At undergraduate level it offers a three-year BA in Economics and Management and a four-year Masters in Engineering, Economics and Management and in Materials, Economics and Management. Its Masters-level portfolio includes the one-year MBA, an Executive MBA, taught over two years on a part-time basis, the Masters in Major Programme Management and two programmes taught jointly with other departments: the

Masters in Financial Economics and the Masters in Law & Finance. In addition it offers a range of post-graduate Diplomas and open executive education programmes. A wholly-owned subsidiary company (Oxford Saïd Business School Limited) runs a number of customised executive education programmes, many delivered in other countries. Originally founded in 1990, the School is rapidly establishing itself as one of the world's leading centres for management education. Intellectually rigorous, it addresses issues that are of direct concern to businesses and policy makers. The School is also a world-leading centre for business-related research, including specialisations on strategy and entrepreneurship, operations management, finance, accounting and marketing.

For more information please visit <http://www.sbs.ox.ac.uk>

## **Social Sciences Division**

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit <http://www.socsci.ox.ac.uk/>

## **Job description**

The Information Technology department at Saïd Business School is responsible for all IT provision at the School's two sites: Park End Street and Egrove Park. This includes computer support, printing, network infrastructure, enterprise-wide software applications, services sourced from the University of Oxford Central IT and IT support for students, faculty, staff and executive participants. The IT Team provides support to the Audio Visual Team across both sites.

In 2012 the School opened the Thatcher Business Education Centre at the Park End Street site, doubling the size of the facility and the IT support requirements. In addition, the School has adopted a new IT strategy and architecture and is undertaking a series of initiatives in several areas e.g. new web content management systems, and a new course management system. In addition the School's IT strategy is based upon increased collaboration with Central IT Services.

The network has a 1 Gbps fibre backbone with 100Mbps connections to the desktop. The network is connected to the Oxford University backbone network, which is in turn connected to the UK Joint Academic Network (JANET).

Systems and software in use include:

- Drupal, Microsoft SharePoint, Exchange, SQL Server, Windows Server, Windows XP, Windows 7, Visual Studio, Office, IIS Server, VMware, Sakai, Symantec Backup Exec, Sage Accounts & CRM, GFI, Adobe Creative Suite, Hotel Management Software – KX & Tiger, Video conferencing & WebEx, Blackberry Messaging Server, Linux Ubuntu Server, Mac OSX, Cisco switches & routers, Dell Servers, Desktops & laptops, Apple MacBooks, iMacs, iPads, iPhones, Dell SANs, QNAP NAS, Juniper Firewalls

## **Overview of the role**

The IT Department at the Saïd Business School manages a wide ranging portfolio of projects to support and enhance the School's systems and processes.

An IT Project Manager is required to manage projects within this portfolio, adopting an agile project management approach and utilising Scrum methodology. The post holder will be responsible for delivering new technical systems and functionality required to support the needs of the School. The post holder will participate in a continuing process of prototyping, testing, and improving functionality whilst implementing new systems.

The post holder will act as a single point of contact and, working closely with other departments, will be responsible for co-ordinating many technology components and services to meet the needs of the School.

## **Responsibilities/duties**

To provide project management, including:

- Co-ordinating new projects, taking responsibility for keeping to schedules and managing resources
- Advocating School needs within the IT Department and promoting common solutions across internal departments
- Identifying synergies and opportunities for reusing technology functionality throughout the School
- Capturing and translating requirements into prototypes to be tested and enhanced
- Working with School management to ensure that new technologies align with and support the School's core business strategy, potentially weaving together: MBA programmes, Executive Educations programmes, faculty research, publications, library resources, alumni, and lifelong learning
- Collaborating with members of the IT Team on design and implementation of new systems and methods
- Planning and managing the migration to new technologies
- Acting as a point of contact on IT project implementation for senior departmental management
- Maintaining and reporting on project schedules tracking deliverables to senior project managers and other stakeholders
- Co-ordinating project meetings to gather requirements, identify problems, propose solutions, establish time commitments, and monitor progress
- Liaising with School stakeholders, including: staff, faculty, students, Executive Education participants, external developers, and suppliers
- Maintaining excellent, co-operative relationships with stakeholders at all levels
- Defining and co-ordinating training needs, providing training and training materials
- Providing on-going high-level support for responsible projects post release.
- Managing quality assurance for projects throughout the development process ensuring that adjustments to functionality are made as discovered
- Overseeing user acceptance testing

## **Selection Criteria**

### ***Essential***

- Excellent IT skills

- Proven skills in delivering technology-based projects on time, within budget, and in accordance with end user expectations
- Excellent communication skills; high standard of written and spoken English and the ability to explain IT functionality lucidly to non-specialists without recourse to jargon
- The ability to translate business objectives into IT specifications.
- Demonstrated experience of working within an Agile project management environment
- A good understanding of: open source principles, joint client-developer prototyping, web content management systems, Drupal based solutions
- An understanding of software development environments
- Experience of Drupal-based development projects
- Experience of development projects based on other Open Source software
- Experience of structured user acceptance testing (UAT) and quality assurance (QA)
- Experience of training end users of systems
- Proven ability to work with project groups composed of members from different departments with enthusiasm and optimism, engendering a consistent atmosphere of trust and good will
- Experience in identifying, working with and managing external vendors
- Enthusiasm for enhancing the student, faculty, and staff digital experience by means of flexible, elegant tools, and a commitment to continuous improvement
- A high level of education to graduate level or equivalent

### **Desirable**

- Knowledge of University of Oxford administrative systems and policies

### **General Conditions**

The appointment will be on Grade 7 and the starting salary of the successful candidate will be fixed according to experience. The appointment will be subject to a 12 month probationary period. This is a full-time post equivalent to 37.5 hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), three of which are to be taken at Christmas when the Business School is closed.

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, disability or age.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

## Working at the University of Oxford

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\\_the\\_university/jobs/professionallandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionallandmanagement/)

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post

The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

### Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

**The priority application date for this post is 12.00 noon on Wednesday the 29<sup>th</sup> January 2013.**

**Full details of the priority application process are available at:**

[www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate](http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate)

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.