

Summary

Job title	Trainee IT Project Manager (Trainee Development Scheme)
Division	University Administration Services
Department	Project Management Team (IT Services – Programmes & Projects Delivery Group)
Location	IT Services, Dartington House, University Offices, Wellington Square, Oxford, OX1 2JD
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	Full-time (37.5 hours per week)
Contract type	Fixed-term Apprenticeship (30 months)
Reporting to	Head of Project Management
Vacancy reference	174149
Additional information	No relocation expenses apply to this post.

The role

Our trainee development scheme offers a variety of roles in IT Services at one of the world's most prestigious universities, the University of Oxford. As a Trainee Project Manager, you will immerse yourself in the world of technology within a renowned academic institution, gaining invaluable experience and knowledge in project management and agile change delivery.

As a Trainee Project Manager, you'll have the opportunity to:

- Collaborate with experienced project managers to ensure projects adhere to best practices for successful delivery.
- Assist in managing scope and priorities through formal change control processes, driving project efficiency.
- Lead cross-functional teams, earning buy-in from stakeholders and ensuring project alignment with strategic objectives.
- Proactively manage risks in a complex environment, keeping stakeholders engaged and informed throughout project lifecycle.
- Gain exposure to financial leadership by creating and maintaining budgets, demonstrating fiscal acumen in project decision-making.



Be part of a team that drives success by adhering to best practices, embracing change, and fostering stakeholder engagement. You will have a range of opportunities to work across multiple Portfolios within IT Services that focus on Technology, Education, Research Administration and deploying Digital Services. You could be responsible for defining, planning and rolling out feature enhancements to our student virtual learning environment, or lead on a project to ensure the technology is in place to support in person student typed exams, through to trialling, testing and proposing the benefit of a private 5G network within the University. This is not just a job; it's a chance to kick start your career in the ever-evolving realm of IT project management.

Apply now to be at the forefront of innovation and progress in agile change delivery and project management at the University of Oxford.

Training

You will study for a Level 7 Apprenticeship qualification (learning both on and off the job) which is part of the Digital and Technology Solutions standard. Further details of the standard can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-specialist-integrated-degree-v1-0>

This training programme that will cover all aspects of the role and will be delivered through in-house training, as well as day or block release or other distance learning methods delivered by a training partner.

As part of this programme, you will be required to attend modules run by the training provider from time to time to undertake the formal taught sessions in the Apprenticeship. Attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

Responsibilities

As an IT project manager, the Trainee will:

- Work towards developing an understanding of the business issues and data challenges of the University and Higher Education, in order that the scope and business objectives of their projects can be put into a wider context.
- Contribute to project proposals, following the IT Services Methodology, identifying the objectives, scope, resources requirements, cost and benefits in order that project proposals can be effectively evaluated by governance bodies.
- With training, adhere to the IT Services project delivery methodology and conform to project standards, to ensure projects are run according to agreed best practice thereby maximising chance of successful delivery.
- Contribute to the creation and maintenance of project plans, including detailed activity, resource, and financial plans, in order that projects are completed within agreed timescales and budgets and to agreed levels of quality.
- Assist in the preparation of regular monthly project highlight and financial reports, and preparation of documents for project board meetings.
- Participate in ensuring risks and issues are identified and managed with mitigation and actions plans agreed with stakeholders to ensure successful delivery.
- Assist with managing changes to scope and priorities throughout the project using formal change control processes such that changes to scope, timelines, or budget are formally approved in order that projects are completed within agreed timescales and budgets and to agreed levels of quality.
- Participate in communicating relevant project information to key stakeholders to ensure that the sponsor, board and other stakeholders are fully always briefed on progress.

- Assist with managing the project team, helping to motivate them to work together in the most efficient manner and share lessons learned, to ensure projects objectives are achieved.
- Provide administrative support to the project/s, for example: arranging meetings, workshops and events including booking appropriate facilities and catering, sending and tracking invitations, taking minutes for meetings and raising purchase orders.

Selection criteria

Essential selection criteria

Your application should demonstrate how you meet the following Traineeship criteria:

1. Educated to degree level or equivalent (including English and Maths grade 4 or above) or have suitable project management experience.
2. Good analysis and problem-solving skills.
3. Able to demonstrate understanding of and discuss how IT may offer opportunities to improve user experience and processes.
4. Can demonstrate good attention to detail and a thorough and organised approach
5. Motivated and self-driven – able to work independently and to take responsibility.
6. Comfortable working as part of a team.
7. Has good written and verbal communication skills: able to relate confidently and effectively to stakeholders and communicate clearly and effectively in emails, phone and video calls, in-person and when creating documents.
8. An interest in information technology. Excellent IT skills, in particular well-developed Microsoft Office skills.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

Project and Programme Delivery Group, IT Services

The Programme and Project Delivery Group (PPDG) within IT Services comprises c 60 staff and is responsible for the successful delivery of a large capital programme (currently more than £20 million per year). Roles within PPDG include project managers, business analysts, business change managers and test specialists. PPDG staff work in collaboration with our customers across the University and with third-party suppliers to deliver new and enhanced IT solutions in the delivery of the University's Strategic Plan. The team is run on matrix managed basis with PPDG managers providing line management, resource planning, skills development, and internal assurance, with Portfolio and Programme Managers overseeing delivery through project teams formed from PPDG and other IT Services and business staff.

For more information, please visit: <https://www.it.ox.ac.uk/projects-and-programmes>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners

across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

IT SERVICES

The role of IT Services is to ensure that the University of Oxford has the robust, reliable, and high-performing IT facilities it requires to support the distinctive needs of those engaged in teaching, learning, research, administration and strategic planning.

IT Services, headed by the University's Chief Information Officer, has around 320 staff across 2 buildings, an annual revenue budget of £22m and an IT capital plan of £60M across three years. The department is divided into groups covering infrastructure services, projects and programmes, software development, and customer services. Our aim is to attract and retain a workforce that is diverse, skilled, creative, and committed. We encourage flexibility in how we work, and welcome part time and flexible working arrangements. As a department we encourage a culture where we respect each other, are accountable for what we do, where we collaborate, give and receive constructive feedback and challenge one another. IT Services is a place where we value and recognise both our own and the contributions of others. By doing so we want to create a great culture to work in and a place where we all feel we belong.

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

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;

- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

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

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

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

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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 department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly hr@it.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.