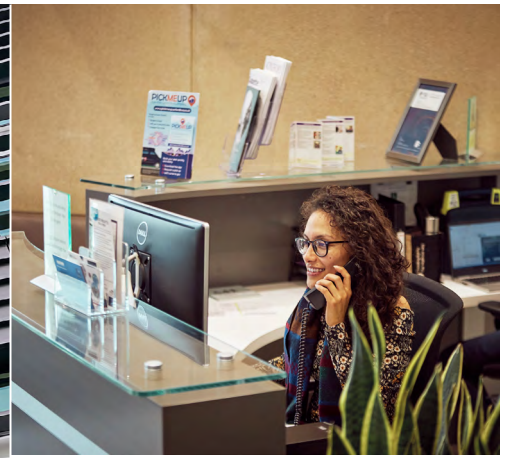




Appointment of **Trainee IT Project Manager**

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Summary

Job title	Trainee IT Project Manager
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
Hours	Full time (37.5 hrs/week)
Contract type	Fixed-term Apprenticeship (30 months)
Reporting to	Head of Project Management
Vacancy reference	174149
Additional information	Shortlisted candidates will be invited to attend an Assessment Centre, held in person at the University of Oxford on 20 August, 2024



Apprenticeships at the University of Oxford

Join the prestigious University of Oxford as a Trainee Project Manager within our dynamic IT Services Programmes and Project Delivery Team.

Begin your apprenticeship journey at one of the world's oldest and most renowned universities, where our mission is to advance learning through exceptional teaching, groundbreaking research, and widespread dissemination of knowledge. Technology plays a pivotal role in achieving this mission, and we are looking for passionate individuals to help drive our digital transformation.

This unique opportunity includes completing a Level 7 (master's level) apprenticeship, providing a blend of practical experience and academic training. You'll gain hands-on experience by working alongside seasoned professionals, setting you up with real-world skills and insights. Throughout your apprenticeship, you will achieve key objectives tailored to your development while simultaneously studying for formal qualifications in your field.

Discover more about this enriching journey by exploring the experiences of our current apprentices: [Meet Our Apprentices](#).

Step into a future of limitless possibilities with the University of Oxford. Apply now and become a part of our legacy of excellence!





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 the 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.

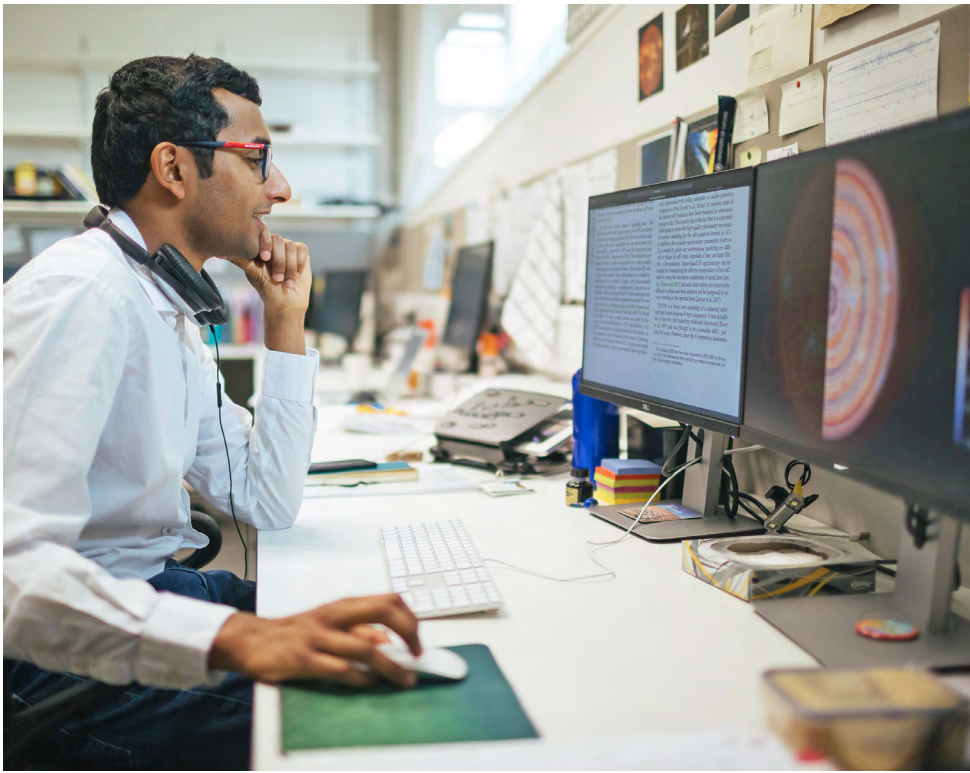
Apply now to be at the forefront of innovation and progress in agile change delivery and project management at the University of Oxford.

Training

You will pursue a Level 7 Apprenticeship in Digital and Technology Solutions, blending hands-on experience with structured learning modules. This qualification is part of the Digital and Technology Solutions standard. For more details, visit <https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-specialist-integrated-degree-v1-0>.

Our comprehensive training programme covers all aspects of the role and includes in-house training, day or block release, and distance learning methods provided by our expert partners. You will participate in modules led by our training providers, ensuring you receive both practical experience and formal education.

Attendance and successful completion of these modules are essential for your growth and success in this Apprenticeship. Join us to gain the expertise and credentials that will advance your career in digital and technology solutions.



Responsibilities

As a Trainee IT Project Manager, you 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, resource requirements, cost and benefits in order so 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 the 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

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

- Educated to degree level or equivalent (including English and Maths grade 4 or above), or suitable testing experience.
- Good analysis and problem-solving skills.
- Able to demonstrate understanding of and discuss how IT may offer opportunities to improve user experience and processes.
- Can demonstrate good attention to detail and a thorough and organised approach.
- Motivated and self-driven – able to work independently and to take responsibility.
- Comfortable working as part of a team.
- 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.
- An interest in information technology.
- Excellent IT skills, in particular well-developed Microsoft Office skills.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: <https://www.jobs.ox.ac.uk/pre-employment-checks>.

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There are also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.





About the University of Oxford

Welcome to the University of Oxford.

We are the largest employer in Oxfordshire with around 14,000 staff working in and around Oxford in a huge range of roles. We are proud of the apprenticeship opportunities we offer and have a successful record of helping local young people from education into their first job.

Apprentices are never on their own, working with the support of their colleagues, managers and trainers they develop the skills and qualifications required in the modern world of work. Over 80% of our apprentices continue with us in the role they have been trained for after their apprenticeship and that is just the start of their career.

We provide all our staff with a welcoming and inclusive workplace, offering support and development opportunities that enable everyone to progress and do their best work. We recognise diversity as our strength, vital for innovation and creativity, and we aspire to build a truly diverse community, which values and respects every individual's unique contribution.

For more information, please visit our [Working at Oxford page](#).



Project and Programme Delivery Group, IT Services

The Programme and Project Delivery Group (PPDG) within IT Services comprises over 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>.



How to apply

If you would like to apply, click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

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

Please visit our '[How to apply](#)' page for apprenticeship vacancies for more advice and information.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. 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 e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

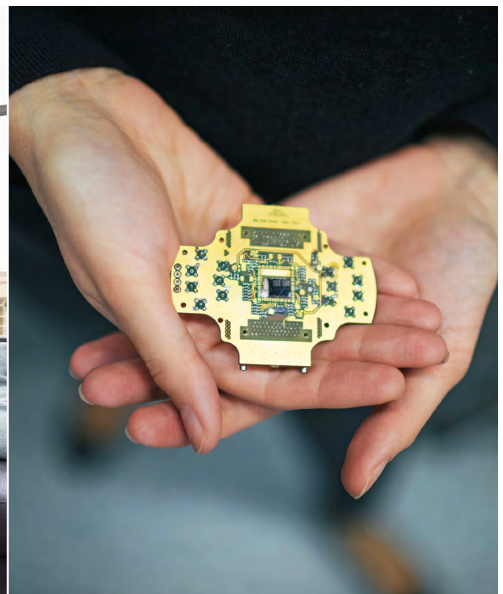
Important information for candidates

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>.

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 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.





UNIVERSITY OF
OXFORD



University of Oxford
University Offices
Wellington Square
Oxford
OX1 2JD
United Kingdom

Telephone: +44 1865 270000
Fax: +44 1865 270708