Senior IT Project Manager

Park End Street and Hayes House, Oxford
Grade 8: £47,085 - £55,895 per annum including the Oxford University Weighting of £1,500 per annum
Fixed-term (ten months), full time
Saïd Business School, University of Oxford

The role

The School's AV-IT Department provides technology, services, skill and resources fitting for a business school operating in the top schools globally, as well as innovation and cutting-edge IT solutions to enhance the School's competitive position across the spectrum of its work.

The scope of the Department covers a wide range of strategic and support functions, including IT governance and direction-setting, management and delivery of the institution's IT development portfolio, and a spectrum of IT related services including Audio Visual, Web Development, Programme/Project Management, front line IT Help Desk, Infrastructure Support and Maintenance and Information Security, Risk and Compliance.

The Department enables all those undertaking study at the School – from senior executives to postgraduate students, faculty and staff, to exploit the maximum value from digital information and technology, in order to deliver the School's mission to be a world class business school community, embedded in a world class university, tackling world scale problems.

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

A Senior IT Project Manager is required to manage projects within this portfolio, adopting a range of project management approaches and methodologies as appropriate (including agile, adaptive and predictive). The post holder will be responsible for delivering new projects, initiatives, technical systems and functionality required to support the needs of the School; to time, budget and quality.

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

To provide project management, including:

- Co-ordinating new projects, taking responsibility for keeping to schedules and managing resources

- Responsible for the successful delivery of a portfolio of projects

- Experience in using Agile and PRINCE2 methodologies

- Managing stakeholder expectations and communication

- Planning and setting up mechanisms for tracking benefits realisation and reporting

- Understand potential changes on the project and proactively manage them

- Develops and manages project documentation throughout the life of the project including business cases, project initiation documents, requirement specifications, project plans, budget reports, risk logs etc

- 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 minimum viable products and 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

- 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 progress and deliverables to all stakeholders

- Ensuring the successful transition and handover of projects from development to go-live

- 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 and Service Delivery and Operations transition for projects post go-live

- Managing quality assurance for projects throughout the development process ensuring that adjustments to functionality are made as discovered

- Managing and overseeing user acceptance testing, sign off and go-live

Selection criteria

Essential selection criteria

- 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 or adaptive project management environment

- Experience of project initiation, planning, reporting, budget, risk and stakeholder management

- Experience of having managed a programme of projects

- Experience of varied development projects based on Web, Open Source, Application and Server based technologies

- Experience of structured user acceptance testing (UAT) and quality assurance (QA)

- Experience of training end users of systems

- An understanding of software development environments

- Proven ability to self-manage and 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 selection criteria

- Knowledge of University of Oxford administrative systems and policies

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.

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.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: https://www.sbs.ox.ac.uk/about-us/school/sustainability.

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at **www.sbs.oxford.edu**.

Social Sciences

Oxford Saïd 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 **https://www.socsci.ox.ac.uk**.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

If you need help

Help and support is available from https://staff.web.ox.ac.uk/recruitment-support-faqs. If you require any further assistance please email HR.Recruitment@sbs.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 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.

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, 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.

Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See https://hr.admin.ox.ac.uk/staff-benefits.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

University discounts

All University staff can purchase a NUS Extra discount card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

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/.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford