



Job Title: Senior Project Manager – Technical Delivery

Unit/School: Student Record System Programme

Grade: 8

HERA: SRS01

## Core purpose of role

The role holder will be senior member of the Student Record System Programme Team and, whilst focussed on technical workstream delivery, will work closely with senior colleagues across the University, in particular the academic Schools, IT, Registry and Marketing, Comms and Student Recruitment.

Enabling the successful delivery of multiple technical projects within the Student Record System (SRS) Programme and leading multi-disciplinary project teams.

## Key responsibilities and contributions

- Provide leadership and matrix management for multi-disciplinary technical workstream teams of circa 11 team members to maximise performance and ensure project outcomes are delivered to the agreed time, cost and quality criteria.
- Comprehensively plan and manage all aspects of the technical workstream, including initial feasibility/analysis, resource allocation and management, risk / issue management, implementation and transition to business as usual.
- Manage and maintain appropriate governance, stakeholder engagement and communication arrangements for designated technical projects, ensuring there is robust management and regular reporting of progress, benefits, risks, issues, dependencies and budget.
- Lead multiple concurrent projects and deliverables within the SRS technical delivery workstream, ensuring that adequate governance and reporting mechanisms are in place to manage progress together with any risks, issues or dependencies.
- Manage relationships with external suppliers and partners involved in development or implementation.
- Provide support, advice and guidance to decision makers including SRS Programme Board Members and other stakeholders.
- Resolve conflicts both from priority and resource perspective escalating to SRS Programme Manager when output of deliverables or realisation of benefits is threatened.



- Plan and manage the transition from project state to BAU activity ensuring appropriate user acceptance testing has been carried out to the Programme Boards satisfaction and all handover documentation is in place and signed off by the relevant stakeholders.
- Ensure a robust, operable relationship is in place between relevant university departments and any suppliers supporting the university in relation to the project's objectives.
- Work with the Strategic Projects Directorate to share best practice and continuously enhance and improve the University's Project Management methodology and underpinning service provision.
- Deputise for the SRS Programme Manager as required.
- Undertake any additional duties to support the successful delivery of specific projects/programmes and the continuous improvement of the Strategic Change Team as required by the Management Team.

## **Person specification**

### **Essential qualifications / Professional memberships**

- Degree or equivalent qualification in a relevant subject or appropriate level of professional expertise.
- Relevant professional qualification in Project Management (i.e. Prince 2 Practitioner) or related discipline.

### **Essential experience, knowledge and skills**

- Experience of successfully leading technical (IT) delivery projects including software engineering, system integration and data migration.
- A solid understanding of common software development/integration and data migration technologies and practices.
- Experience of managing Agile developments/work packages.
- Track record of successful day to day management and demonstrable leadership of multi-disciplinary technical teams.
- Experience of implementing SaaS solutions.
- Demonstrable experience of engaging and managing external suppliers / consultants as part of project delivery.
- Experience of delivering complex technical projects in the HE sector or large organisations.



- Highly developed interpersonal, negotiation, influencing and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, and external organisations.
- Ability to translate strategic vision and programme objectives into a supporting project plans and deliverables.
- Strong analytical skills; ability to evaluate complex issues often with incomplete information and to devise effective, workable solutions.
- Effective business skills such as planning, financial management and communications paired with excellent verbal and written communication skills.
- Ability to interrogate technical documentation, lead technical conversations and translate technical concepts to non-expert
- Demonstrable ability to handle a range of activities to tight and varied timescales.

**Desirable**

1. Detailed understanding of the Higher Education student lifecycle and associated systems & processes.
2. Experience of implementing Student Record Systems.

**Welsh skill requirements**

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b>				



Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				

**Disclosure & Barring Service requirements**

This post does not require a DBS check.

**Supporting information**

The University is a dynamic organisation and changes may be required from time to time.

This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.