Job Description - Project Manager

About the role

As a Project Manager within Data and Student Analytics you will be managing multiple projects simultaneously across the strategic and transformational area (development of a cloud-based data hub) as well as business as usual deliverables, such as the deployment of existing predictive data systems to enable better student support and high-profile communications and field work associated with critical institutional surveys.

Key responsibilities

As a Project Manager you will:

• lead projects or work streams from start to close, ensuring the achievement of key deliverables within agreed time, cost and scope thresholds

• work with key stakeholders to clarify the business benefits and products that are to be delivered together with the quality, time and cost criteria that are to be met

• identify and facilitate the evaluation of different delivery options to enable key stakeholders to select an appropriate approach

• develop and agree a work plan that identifies key activities, outputs and resource requirements and that provides a basis for monitoring performance

• Manage the performance of team members (including consultants, vendors and other external suppliers) to ensure effective utilisation of these resources and that their outputs meet defined quality, time and cost criteria. Identify, agree and implement remedial actions where necessary

• Identify and evaluate risks associated with the project, escalating where appropriate. Where necessary, develop, agree and implement solutions to overcome these

• Adhere to OU project and financial governance and reporting processes to ensure that decisions are made by the right people at the right time and that you and the project’s key stakeholders can monitor, control and evaluate the performance of the project

• Obtain stakeholder sign off of the completed products and deliver documentation that enables implementation, operation and ongoing support

• Conduct assurance reviews within the project and facilitate the delivery of assurance reviews by independent third parties to give senior stakeholders confidence that the project can deliver to time, budget and quality

• capture lessons learned from the project and share these with stakeholders and the project management community to enable performance improvement.
Skills and experience

- Degree level education
- IPMA Level D qualification (e.g. APMP), or equivalent skills and experience
- Experience of managing the delivery of work in a project environment
- Experience of leading a team to achieve work objectives
- Awareness and understanding of ‘best practices’ in all aspects of project management.
- Strong IT skills and the ability to use a range of software packages including Microsoft Office, Project and SharePoint
- Understanding of OUPM Project Lite methodology and project approval process at the Open University (or equivalent in external recruitment)
- Use of the OU configured PPM Solution (Microsoft Project Server) for managing small projects and work streams (or equivalent in external recruitment)
- Experience of managing projects in the HE Sector

Personal abilities and qualities

- Excellent written and oral communication skills.
- Relationship building and influencing skills.
- Pragmatic approach to change and project management.
- Demonstrate commitment and ownership of responsibilities.
- Flexibility to accommodate critical requests and changing priorities and work well under pressure.
- Logical and analytical approach to problem-solving.
- Desire to challenge and question appropriately to determine and achieve best outcomes.
- Able to quickly establish presence and credibility with stakeholders.