Job Description – Project Manager, Data & Student Analytics (Grade 7)

About the Role

- To manage projects or activities that deliver the aims of Data & Student Analytics, in alignment with OU strategy.
- To propose and/or implement improvements to ongoing activities, with a view to standardize best practices across the unit
- To deliver and support effective communication and consultation with relevant stakeholders.

Key Responsibilities

Planning, managing and delivering services

- Plan and coordinate projects or activities, engaging with stakeholders as appropriate.
- Liaise and negotiate key stakeholders to ensure requirements are met.
- Ensure the achievement of key deliverables within agreed time, cost and scope thresholds.
- Prepare project plans, RACI matrices and RAID logs.
- Prepare highlight reports on projects or activities and budgets.
- Contribute to, and working within, the wider Programme governance structure.
- Gather lessons learned in order to recommend improvements, and disseminate as appropriate.

Stakeholder Management

- Negotiate and liaise with key stakeholders appropriately to deliver the business or project outcomes to agreed performance and quality standards, deadlines and budgets.
- Identify and/or facilitate the evaluation of different delivery options to enable key stakeholders to make informed decisions.
- Drive a positive approach in attitudes and behaviours in undertaking any other duties as appropriate.
Internal and external perspective

- Maintain an awareness of developments and initiatives in the University and beyond, relevant to their projects or activities, in order to inform activities and communicate relevant developments to appropriate audiences.
- Ensure that projects and activities are communicated to the relevant audiences using appropriate channels.
- Identify and work collaboratively with key stakeholders to improve and develop specific aspects of the projects or activities which contribute to the aims of D&SA.
- Investigate practice within the University to inform and improve operational processes.

Strategic development

- Contribute to the development of the newly established Project Management Office function, within D&SA by innovative suggestions and drawing upon prior experience.
- Monitor and evaluate projects, activities or data to ensure that themes are identified, appropriate actions are taken and benefits are realised.
- Act as the first point of contact for the projects or activities.

Skills and Experience

- Educated to degree level or equivalent relevant experience.
- Ability to communicate and engage with stakeholders independently.
- Ability to work independently and make independent decisions consistent with key responsibilities.
- Ability to produce status reports and manage risks, issues, actions and dependencies.
- Ability to work within and contribute within a team environment.
- Broad and sound understanding of Project Management and Change Management principles and approaches (PM accreditation desirable or willingness to work towards).
- Broad understanding of the UK Higher Education environment and factors.