

IT Project Manager Job Description

Job title:	IT Project Manager x 2 (Fixed Term Contract up to 12-months)
Job reference:	24640
Department:	Corporate Services: Information Technology, IT Programme team
Location:	89 Albert Embankment, London
Reports to:	IT Programme Manager

Job Purpose/Summary

The purpose of this role is to provide IT technical project management, coordination and support to deliver relevant, timely and effective IT projects and changes for our customers. The IT Project Manager is responsible for the end-to-end delivery, integrity, and success of assigned IT projects and work-streams to the highest standard and within agreed timescales, budget, and quality criteria. This must be achieved using recognised project best practice management methods e.g. PRINCE2 and appropriate tools, and in accordance with Marie Curie's project standards. Assigned work-streams may be IT Projects or IT work packages within non-IT projects that have a significant impact on Marie Curie's IT environment.

The role requires effective management of resources and interdependencies. It is the responsibility of the IT Project Manager to manage assigned projects' risks, issues, actions, finances, and other attributes. The IT Project Manager is responsible for the planning of projects and adherence to Marie Curie's methods, processes, standards and templates.

To be successful, the IT Project Manager must be able to influence internal parties, and consult with and direct suppliers, to ensure the best value from IT projects for Marie Curie.

Project governance

IT Project Managers are required to report project updates to the IT Programme Manager and Project Executive, and provide project information for consumption by key stakeholders when required. It is also the responsibility of the IT Project Manager to enact appropriate escalation when needed.

Project engagement

The IT Project Manager is responsible for managing project stakeholders, and where required, guiding them through the phases of IT projects and advising on the resourcing of IT projects.

The IT Programme Team

The IT Project Manager role resides within the IT Programme Team. All roles within this team are expected to collaborate, guide and aid each other in their tasks and duties, when required or reasonably requested. The role will work closely with the IT Programme Manager and the IT Infrastructure Manager, to determine the scope and nature of the individual projects and work-streams and help drive forward wider transformation programmes to successful completion. The IT Project Manager is expected to contribute to the ethos of continuous improvement through the presentation of proposals (informal or formal) that improve the quality of projects and Marie Curie's IT services.

Key relationships: IT Programme Manager
Head of Information Technology
IT Infrastructure Manager
IT Project Managers
IT Security Manager
Information Governance & Security Team
IT Operations Manager
IT Change and Configuration Manager
Procurement team
Legal team

Duties and Responsibilities

Project Management

- Lead and manage assigned projects and work-streams;
- Pro-actively manage projects including; scope, quality, timelines and finances;
- Enact timely and accurate reporting of managed projects through the necessary governance groups and boards;
- Proactively identify, manage and mitigate project risks and issues, highlighting associated actions in project management products and escalating as necessary;
- Create and maintain appropriate project artefacts (budgets, plans, registers, logs etc.) for all managed projects across the entire project life-cycle;
- Manage products and deliverables, to certify that these adhere to Marie Curie's IT standards and IT strategies;
- Gain appropriate input, collaboration and engagement from the Project Board, suppliers and stakeholders;
- Guide stakeholders through project stages ensuring critical factors are agreed and in place, including budget, resourcing, approvals, scope definition, stakeholders, success criteria, quality criteria, service acceptance criteria, timeline definitions and project artefacts;
- Ensure that projects adhere to Marie Curie's project management processes, standards and governance requirements;
- Contribute to the continuous improvement of Marie Curie's IT project management processes and standards;
- Prioritise workloads and deliverables to ensure milestones are met;
- Clearly identify, and document, the desired project outputs and performance measures;
- Undertake post-implementation reviews and share lessons learned from projects and activities with colleagues;
- Be prepared, on occasions, to work outside of standard business hours and/or to travel throughout the UK;

Resources and budget

- Develop and manage project budgets;
- Compile and present budget updates as required;
- Ensure the required resources and skills are allocated to projects;
- Liaise with external suppliers to ensure high quality and appropriate service;
- Manage technical or supplier resources as needed;

Communication and reporting

- Develop communication strategies and plans that account for all stakeholders, customers and users;
- Enact and/or direct projects' communications to provide regular updates, news and activities to a range of audiences as appropriate;
- Provide relevant and timely project updates to individuals and boards as required;

Operational management

- Collaborate with the IT Business Partners to facilitate Acceptance into Service reviews and acceptance by the IT Operations Manager;
- Adhere to the IT Change Management and Acceptance into Service processes;

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie;
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Marie Curie business outside the office;
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety;
- Adhere to all Marie Curie policies and procedures;
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding;
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute;
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity;
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role;
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role;
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment);

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

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Personal Specification

Criteria	Essential	Desirable	How assessed
Skills & Abilities	<ol style="list-style-type: none"> 1. Minimum of 5-years IT technical Project Management experience; 2. Seniority and credibility to manage project teams; 3. Ability to engage with senior colleagues; 4. Able to present technical concepts in clear, concise and easily comprehensible manner, including using diagrams, presentations and documentation; 5. Highly able to set plans and priorities and manage workloads to meet targets and timescales; 6. Excellent verbal and written communication skills. Able to communicate clearly, cogently and appropriately for a range of audiences; 7. Can negotiate with external, and internal, parties to gain the best value outcome; 8. Able to demonstrate leadership and management skills, including the ability to influence the work of others outside of the line management chain; 9. Ability to grasp business requirements quickly, document and present them back to stakeholders in an engaging manner; 10. The ability to find ways of pre-empting and solving problems; 		Application & Interview
Knowledge	<ol style="list-style-type: none"> 1. Excellent knowledge of project management tools and techniques; 	<ol style="list-style-type: none"> 1. Good understanding of procurement processes and good practice, including negotiations with third parties; 	Application & Interview

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	<ul style="list-style-type: none"> 2. Good knowledge of project budgeting and resource allocation procedures and methods; 3. Good knowledge of change management methodology; 		
Qualifications, training and education	<ul style="list-style-type: none"> 1. PRINCE2 Practitioner (2009 or 2017); 	<ul style="list-style-type: none"> 1. Management of Risk Foundation (MoR, 2010); 2. Management of Risk Practitioner (MoR, 2010) 3. ITIL IT Service Management Foundation (2011); 	Application

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Criteria	Essential	Desirable	How assessed
Experience	<ol style="list-style-type: none"> 1. Has a proven track record of managing technical IT Infrastructure and IT Security projects to a high level of quality, efficiency and effectiveness; 2. Experience in working with stakeholders at senior level; 3. Has significant experience of producing project reports to stakeholders; 4. Has significant experience of project budget preparation and management; 5. Has worked with external parties to deliver IT products and changes to IT services; 6. Has experience of developing requirements in partnership with business analysts, and directly with end users; 7. Budget & resource responsibility for projects with budgets in excess of £500K; 	<ol style="list-style-type: none"> 1. Project Management lead on Cloud migrations, technical remediation projects such as Active Directory, Domain Controller, File Server, upgrade projects including Windows 10, Windows Server 2016 and IT Security Operations projects; 2. Able think creatively with regards to the management of issues and operational matters; 	Application & Interview
Other requirements	<ol style="list-style-type: none"> 1. Ability to occasionally travel within the UK; 2. Willingness to work occasional unsocial hours; 3. Outcome driven; 4. Customer focused; 5. Dynamic; 6. Innovative; 7. Team orientated; 8. Articulate; 		Interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities

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Terms & Conditions

Job title:	IT Project Manager (up to 12-month Fixed Term Contract)
Annual leave entitlement:	25 days (plus 8 bank holidays)
Notice period:	One month
Working hours:	35 hours per week
Disclosure Check:	Standard

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems