

Job Description

Job Title	Project Manager (Fixed Term, 12 months)
Salary Scale	Fixed SCP 37 – (£45,585 per annum)
Responsible To	Business Systems Development Manager
Responsible For	N/A
Number in Post	1
Date Drafted	July 2024

Job Purpose

To manage and oversee the successful delivery of cross-functional projects across the Liverpool Institute for Performing Arts (LIPA). The Project Manager will support the delivery of LIPA's business transformation project and the implementation of key systems, including a new Student Information System, a new ERP, and new HR systems.

The Project Manager will ensure projects are completed on time and within budget, supporting the strategic goals of the institution. This role requires a hands-on approach and involvement in all project phases and supporting all related initiatives where necessary.

Major Tasks

1. Project Management:
 - a. Develop comprehensive project plans in collaboration with our delivery partners.
 - b. Coordinate internal resources and third parties/vendors for flawless execution of projects.
 - c. Ensure all projects are delivered on time, within scope, and within budget.
 - d. Be hands-on where required to ensure project success.
2. Team Coordination:
 - a. Lead and coordinate the delivery teams, ensuring roles and responsibilities are clearly defined and understood.
 - b. Facilitate effective communication and collaboration among project stakeholders.

<p>3. Risk Management:</p> <ul style="list-style-type: none"> a. Identify potential project risks and develop mitigation strategies. b. Monitor and report on project progress, proactively managing changes in project scope, schedule, and costs. <p>4. Quality Assurance:</p> <ul style="list-style-type: none"> a. Ensure adherence to LIPA’s project management methodologies and standards. b. Conduct project reviews and post-project evaluations to identify lessons learned and areas for improvement. <p>5. Stakeholder Engagement:</p> <ul style="list-style-type: none"> a. Build and maintain strong working relationships with key stakeholders, including academic staff, administrative departments, and external partners. b. Maintain strong working relationships with our chosen software vendors and their project managers. c. Prepare and present regular project updates and reports to senior management. d. Engage and motivate stakeholders to support project goals, ensuring alignment and commitment throughout the project lifecycle. <p>6. Common Duties for all LIPA employees.</p>

Job Activities
Major Task 1: Project Management
<ul style="list-style-type: none"> 1. Define project scope, goals, and deliverables in collaboration with senior management and stakeholders. 2. Develop detailed project plans and schedules, including resource allocation. 3. Track project performance using appropriate tools and techniques, ensuring timely completion of milestones. 4. Be hands-on in project execution and resolution of issues as required.
Major Task 2: Team Coordination
<ul style="list-style-type: none"> 1. Assign tasks and responsibilities to project team members, providing clear instructions and guidance. 2. Facilitate regular team meetings and progress reviews to ensure alignment and resolve any issues.

<ol style="list-style-type: none"> 3. Provide mentorship and support to team members, fostering a collaborative and productive work environment. 4. Support team members with necessary training and UAT activities.
Major Task 3: Risk Management
<ol style="list-style-type: none"> 1. Identify and assess potential risks to project success, developing contingency plans as needed. 2. Monitor project risks and implement risk mitigation strategies throughout the project lifecycle. 3. Report on risk status and mitigation efforts to senior management and stakeholders.
Major Task 4: Quality Assurance
<ol style="list-style-type: none"> 1. Ensure project deliverables meet quality standards and stakeholder expectations. 2. Conduct regular quality reviews and implement corrective actions as needed. 3. Document project outcomes and lessons learned, sharing insights with the wider organisation.
Major Task 5: Stakeholder Engagement
<ol style="list-style-type: none"> 1. Develop and maintain strong relationships with project stakeholders, ensuring effective communication and collaboration. 2. Prepare and deliver project updates and reports to senior management and stakeholders. 3. Engage and motivate stakeholders to support project goals, ensuring alignment and commitment throughout the project lifecycle. 4. Facilitate stakeholder feedback and address any concerns or issues promptly.
Major Task 6: Common Duties
<ol style="list-style-type: none"> 1. Work flexibly, contributing to the Institute's projects of a general nature and, under supervision, providing cover and support for other staff as appropriate. 2. Ensure appropriate financial / stock records are maintained and updated in accordance with the Institute's Financial Regulations. 3. To participate in staff appraisals and training programmes as required. 4. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

Usually 37.5 hrs per week, Monday – Friday, although there may be situations whereby the postholder will need to put in the hours to ensure that agreed project deadlines are met.

Person Specification – Project Manager

		To be identified by:
Education and Qualifications:		
A degree or equivalent qualification in a relevant subject.	Essential	Application Form/ Qualification Certification
Experience/ Knowledge:		
Proven experience in project management within SMEs or educational institutions.	Essential	Application Form / Interview
Knowledge of project management methodologies and tools.	Essential	Application Form / Interview
Familiarity with the operational and regulatory environment of higher education institutions.	Desirable	Application Form / Interview
Understanding of student lifecycle management.	Desirable	Application Form / Interview
Understanding of Higher Education Statistics Agency (HESA) reporting requirements and UCAS processes.	Desirable	Application Form / Interview
Experience with ERP or HR systems.	Desirable	Application Form / Interview
Skills and Abilities:		
Excellent communication skills and interpersonal skills.	Essential	Application Form / Interview
Strong organisational and leadership abilities.	Essential	Application Form / Interview
Proficient in project management software.	Essential	Application Form / Interview

Ability to work under pressure and manage multiple projects simultaneously.	Essential	Application Form / Interview
Willingness to be hands-on where required and support with training initiatives.	Essential	Application Form / Interview
Commitment:		
To LIPA's Equality and Diversity policies and practice.	Essential	Interview
Enthusiasm and flexibility in their role with a 'can do' attitude.	Essential	Interview
Passionate about improving the student experience.	Essential	Interview
Committed to enhancing the profile of Equality, Diversity and Inclusion.	Essential	Interview