



JOB DESCRIPTION

Post:	Project Manager
Department:	Digital Services
Reporting to:	Director of Digital Services
Hours per week:	37.5 hours per week
Contract Type:	Permanent
Annual Leave:	25 days
Probation Period:	6 months

Main Purpose of the Role:

Reporting to the Director of Digital Services, the Project Manager will be responsible for embedding and using best practice, whole lifecycle, project management practices for delivering project outcomes ensuring they are delivered on time and to budget, complying with all Hartpury policies and procedures.

Main Duties & Responsibilities:

1. To lead on project management activity by providing a comprehensive project management service to Hartpury and helping us embed wider governance required to deliver projects for the business.
2. Work closely with stakeholders to determine the priority/relevance of project aspects and their workforce implications.
3. To ensure that activity agreed as part of the project is delivered according to the agreed schedule, within budget and meets users' expectations. This will include forward planning, monitoring progress, working with the project delivery team, project sponsor and users of new systems against the project plan and schedule.
4. To compile and maintain project documentation. This will include writing and maintaining documents and reports and being secretary to the Project Board.
5. To assess risks and maintain a project risk register, actively working to mitigate or escalate key risks as required.
6. To attend and report to regular meetings and other activities associated with the portfolio. The post holder's substantive place of work will be at the Hartpury Campus although the post holder may be required to attend occasional meetings at external venues.
7. To manage the formal requirement for meetings within the project team and with a wide range of partners and stakeholders. This will include: scheduling and arranging meetings; setting agendas; writing papers; recording and managing key decisions; ensuring that follow-up action is taken within appropriate timescales.
8. To set, monitor and track financial spend against budgets, recommending alternative delivery approaches to ensure projects deliver within budgets agreed at the outset.
9. To undertake planning for and assist in staff events management (for projects) which will include organising events through from conception to completion and ensuring they are delivered within budget.



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10. To assist in scoping the tasks and skills required for project delivery. This will include skills analysis, creating job descriptions and developing a recruitment/ induction/ training plan.
11. Fielding and distributing project enquiries.
12. To ensure your every-day activities comply with our specific responsibilities related to Security, Health & Safety, GDPR and the PREVENT strategy as well other, more generic internal policies.

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities the College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

The College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

Equality and Diversity

It is the responsibility of the post holder to promote equality and diversity across the College. The post holder will undertake their duties in accordance with the College's policies relating to equality and diversity.



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The College is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The College aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout the College. They will also be required to undertake their full duties and responsibilities in accordance with the College's Health and Safety Policies and Procedures.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
Qualifications/Training			
>5 GCSE grades A-C or equivalent	✓		AF
Practitioner level trained in a recognized project management methodology e.g. Prince2, APMP or equivalent knowledge	✓		AF
Knowledge Experience/Key Skills			
3-5 years' proven project management experience with a successful track record of managing complex projects within timescale and budget	✓		AF/IV
An ability to prioritise and to schedule workloads in the face of conflicting demands	✓		AF/IV
Considerable experience of stakeholder management and maintaining effective working relationships with a broad spectrum of people.	✓		AF/IV
Excellent written and oral communication skills including experience of writing reports and delivering presentation	✓		AF/IV
Experience of using facilitation techniques when working with and across teams and stakeholders	✓		AF/IV
Ability to interpret, analyse and present information and formulate clear proposals on the basis of the analysis	✓		AF/IV
Experience of using office automation systems, e.g. word processing, spreadsheets, email, diary/calendar software, project management software and diagramming packages, particularly Office365	✓		AF/IV
A firm but diplomatic attitude with the ability to prioritise, negotiate and use one's own judgement	✓		AF/IV
Experience of budget planning and tracking	✓		AF/IV



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Experience of effective team working although the post holder will be required to be self-sufficient		✓	AF/IV
Experience of implementing technical systems to a non-technical audience		✓	AF/IV
Experience of work within the FE or HE education sector		✓	AF/IV
Experience of managing or supervising staff	✓		AF/IV
Behavioural Competencies			
Excellence You will be dynamic, energetic, have excellent planning skills alongside strong analytical, communication, organizational and time management skills. Pursue a 'can-do' attitude in all of the work you deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people



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and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to the College.