# Job description

**Date last reviewed**: 24 February 2015

**Faculty/Directorate:** Varies, according to assigned project

**Department**: Varies, according to assigned project

**Title of post**: Entry Level Project Manager

**Grade of post**: 7

**Post number**:

**FT or % P/T**:

**Permanent/Temporary**:

**Principal location of work**:

**Immediate line manager**: Sponsor/business owner of assigned project (when applicable, temporary replacing, or alongside, usual line manager)

**Staff managed**: At any one time assigns project tasks and responsibilities to project team members and manages and monitors their execution of tasks, as well as supports their personal development in project roles.

**Qualifications required for post**: Completion of the University’s *Project Manager Programme* modules “The Focused Project Manager at Brookes” and “Practical Tools and Techniques for Project Management” will be required, if not already done. Completion of the remainder of the *Project Manager Programme* would be helpful, as would a relevant professional or academic qualification, such as APMI, CAPM, PRINCE2 (Foundation), ITIL (Foundation) or a degree with Project Management focus or components.



**Experience required for post**: Working with stakeholders and securing their engagement; managing or influencing individuals; working across organisational boundaries to achieve results; and supporting people’s development.

**Overall purpose of post**: Working within the University’s networked community of individuals with various project, programme and portfolio responsibilities co-ordinated by the *Virtual Project Office (plus) (VPO+)*, deliver successfully and handover the required outputs of projects that carry budgetary value of <£0.15M and/or low potential impact and risk in relation to the University’s plans. In doing this, control risk, ensure adherence to applicable legislation, standards and policies and safeguard value for money and levels of services. The role incorporates scope for personal development with opportunities for exposure to increasingly complex project management, e.g. by shadowing/supporting colleagues working as Intermediate Project & Programme Managers or Advanced P3 (Project, Programme & Portfolio) Managers.

**Main duties:** Duties vary with assignments, but share the following underlying characteristics.

1. Establish direction among a project team.

1. Ensure that objectives for the assigned projects are identified, remain aligned with the University’s aims and are met, resulting in production of the required deliverables within defined quality, time and cost constraints and in a manner consistent with Oxford Brookes University’s methodologies and professional and ethical best practice.

1. Facilitate full realisation of benefits and impacts specified in relevant business cases or proposals, including ensuring that effective reviews are set up in order to check the likely or actual achievement of benefits and objectives.

1. Understand, identify and proactively manage risks and issues, by minimising threats and maximising opportunities, including recognising and referring for sponsors’ resolution conflict that, if unmanaged, could adversely affect delivery objectives.

1. Ensure appropriate documentation is prepared and managed, e.g. by:
   1. producing or commissioning and giving advice about business cases, initiation documents, reports, plans and other documents relating to projects’ duration, scheduling, logical interdependencies and resource assignment;
   2. ensuring project team members have appropriate access, e.g. through Google Docs or AtTask;
   3. conducting or commissioning stakeholder analyses and developing communication plans; and
   4. agreeing quality expectations with stakeholders, developing quality plans and executing/documenting quality approaches, including recommending and applying improvements and corrective actions.

1. Arrange for and manage the resources required to deliver the project, e.g. by:
   1. identifying for the sponsor any resources required;
   2. commissioning development by Oxford Brookes University specialists of any procurement strategies, contract preparation and vetting/selection of suppliers; and
   3. assigning project team roles and responsibilities.

1. Commission, receive, process, interpret and deliver information relating to management of assigned projects, ensuring effective, systematic communication, engagement and negotiation is maintained with stakeholders throughout the project’s lifecycle.

1. Create, maintain and control changes of configuration throughout projects’ lifecycles, ensuring that changes made to baseline scope, time, cost and quality objectives or agreed benefits are identified, evaluated, approved, rejected or deferred.

1. Hand over final project deliverables to the sponsor(s) and users and finalise all project matters, carrying out final project reviews, producing a log of lessons learned, archiving project information and redeploying the teams.