Star Academies

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	ICT Project Manager		
Base:	Central Office, Blackburn		
Reports to:	Head of ICT Solutions	Grade:	M2
Staff Responsibility for:	N/A	Salary:	£38,052 - £42,806
		Term:	Full time, full year
Additional:	As assigned.		

JOB PURPOSE

Responsible for all ICT project activities within Star Academies.

To provide high quality, customer focused ICT project management delivered by the Trust.

To be responsible for project management to assist the delivery of the ICT vision, policy and strategies and for the oversight, maintenance and development of all ICT functions within the Trust.

JOB SUMMARY

1. Manage assigned projects adhering to Prince 2 methodology ensuring outputs are delivered on time and to an appropriate standard.
2. Support the Head of ICT in ensuring the necessary protocols and project management tools are put in place and adhered to allow for the successful completion within timescale and budget of Trust ICT projects.
3. Work closely with all Trust establishments and have an understanding of Trust business.
4. Identify potential areas for innovation within the Trust using ICT and facilitate in the business case development, ensuring adherence to the project prioritisation process.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. **Managing Projects**
   1.1. Ensure the Project Management toolset is updated on a timely manner.
   1.2. Provide regular progress or highlight reports and keep updated dashboards for relevant members of the Trust.
   1.3. Develop plans regarding costing, timescales and resource required for projects.
   1.4. Be proactive in anticipating deviations from a plan or schedule early in the lifecycle and keep all participants and stakeholders informed.

1.5. Identify, log, analyse and manage potential and actual issues and risks, taking corrective action by tackling day-to-day issues head on and reviewing how more serious issues and risks might impact on scope, schedule, quality, and cost.

1.6. Manage information gathering and document functional and user requirements by facilitating/leading workshops with staff.

1.7. Clearly identify and take action regarding risk to success of projects.

1.8. Develop and implement communication plans within projects.

2. **Project Engagement**

2.1. Work with a variety of staff at all levels and be able to hold to account and monitor resource and input stakeholders have committed to.

2.2. Work with the partners and other 3rd parties to deliver projects and services to the Trust

3. **Project Types**

3.1. Assist in the delivery of the Trust Free School Programme of opening new schools into temporary and/or permanent school buildings.

3.2. Manage ICT infrastructure based projects

3.3. Manage the process of Academies joining the Trust.

4. **Non-Project Responsibilities**

4.1. Deputise for the Head of ICT in liaison with Trust establishments and suppliers to the Trust in relation to projects.

4.2. Manage the ICT change control process within the Trust

5. **Other Responsibilities**

   a. Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

   b. Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

   c. Contribute to the wider life of the Trust and the Star community.

   d. Carry out any such duties as may be reasonably required by the Trust.

6. **Records management**

   a. All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
			Assessed by:	
QUALIFICATIONS				
1.	5 A*-Cs at GCSE including English and Maths	E	✓	
2.	A degree and/or professional qualification relevant to the post	D	✓	
3.	Certified Prince2 Practitioner	E	✓	
EXPERIENCE				
4.	Experience of working in an ICT setting.	E	✓	✓
5.	Experience of working with varied partners & 3rd parties.	E	✓	✓
6.	Experience of financial administration.	D	✓	✓
7.	Experience in managing complex projects	E	✓	✓
8.	Experience of working in an educational setting.	D	✓	✓
9.	Experience of using project management tools.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Project and Office 365.	E	✓	✓
11.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
12.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
13.	Ability to maintain positive relationships with staff, parents and members of the community.	E	✓	✓
14.	Strong verbal and written communication skills.	E	✓	✓
15.	Willingness to undertake travel as part of role.	D	✓	✓

No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
			Assessed by:	
PERSONAL QUALITIES				
16.	A passionate belief in the Trust's vision of "Nurturing today's young people, inspiring tomorrow's leaders"	E	✓	✓
17.	Strong team working skills.	E	✓	✓
18.	Highest levels of professional and personal integrity.	E	✓	✓
19.	Excellent interpersonal skills.	E	✓	✓
20.	Personal resilience, persistence and perseverance.	E	✓	✓
21.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
22.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
26.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
27.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓