



CHELTENHAM COLLEGE

IT Project Manager

The College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 700 pupils, including a Sixth Form of approximately 300 pupils. The Prep School (3-13) is largely a day school of some 400 pupils. Both schools are fully co-educational. The schools are situated near the centre of Cheltenham and have fine academic records and a considerable reputation for sport, drama and music.

The role

The IT Project Manager will work to the Head of IT within the close-knit IT Team, making sure IT projects and services are delivered effectively.

Cheltenham College is investing in and improving its IT services and systems and the IT Project Manager is critical to delivering this digital transformation programme. Upcoming projects will touch every part of College and range from telephony and print service upgrades, IT Service, IT Security & Data Protection Improvement projects, network, compute & storage upgrades and migrations, end user device roll-outs, records & data management systems, Intranet/portal improvements, upgrades and migrations of various Management Information Systems, the development of Business Intelligence dashboards and Management Information reports as well as future technology and business change in support of digital teaching and learning.

This position offers the opportunity to work on a wide variety of interesting projects and would suit someone previously accountable for IT Project or IT Service delivery with the flexibility to adapt to changing demands, looking to broaden their experience in education and with the ability and desire to work part-time during school term-time.

Job Description: Key Responsibilities

- Lead a small number of medium sized IT projects working closely with stakeholders to scope, plan, execute, control and close the projects.
 - Define project scope and deliverables with project stakeholders.
 - Create and execute project plans, revising as required based on changing needs.
 - Manage project teams to drive motivation, collaboration and delivery.
 - Source and acquire IT goods and services, selecting and managing suppliers.
 - Communicate with all relevant project stakeholders and manage expectations.
 - Effectively manage and resolve project risks and issues.
 - Proactively manage project budgets, maximising value at all opportunities.
 - Drive good practice in 'lessons learnt' activities.

- Help manage the digital transformation programme, project portfolio and resources.
 - Develop and maintain a high-level view of the current and future IT Projects.
 - Coordinate delivery and manage dependencies between projects as well as with business-as-usual activities including major College events, the letting of College facilities and work on the College estate.
 - Provide regular high-level project reporting for different governance and oversight groups such as IT Steering Group, Digital Strategy Group, Bursar's Management Group (BMG) and College Executive Committee (CEC).
- Assist IT Managers in planning and delivering their respective portfolios of IT infrastructure, application & data, IT Security & Compliance projects.
- Support the Head of IT in managing larger business change projects.
- Assist in developing and improving project management and IT governance practices, acting as an expert advisor to colleagues.
- Contribute to the long-term strategy as a member of the IT Management team.

Person Specification

Essential

- Ideally 3-5 years delivering IT projects across the full project life-cycle.
- Working towards or has achieved APM or PMI certification or equivalent experience.
- Demonstrable experience in one or more of the following; requirements management, procurement, resource management, schedule management, solutions development, or transition management.
- Able to think critically and clearly even whilst under pressure i.e. able to recognise underlying assumptions, seek diverse points of view, agree and move forward on a course of action.
- Practiced at dealing with ambiguity and uncertainty, able to calmly respond to changing circumstances and to make intelligent and timely decisions.
- Empathetic with the interpersonal skills necessary to build strong working relationships.
- Familiar with IT Service Management principles and practices.
- Practiced at using at least one project management framework or methodology.
- Practiced at using Microsoft Office 365 and at least one project management software application or toolset.

Desirable

- Familiar with IT Infrastructure Library (ITIL), Prince 2 and Managing Successful Programmes.
- Familiar with IT Security and Data Protection practices and regulations (e.g. ISO27001, Cyber Essentials, GDPR)
- Experience of different lifecycle models (e.g. waterfall, agile) and solutions (e.g. networks, servers, storage, applications, databases and services) via different delivery models (e.g. cloud, in-house, managed solution, managed service, etc.)
- Experience with planning and executing competitive tender, evaluation and selection processes, negotiating and agreeing viable contracts and statements of work.
- Familiar with business change management principles and practices.

Terms and Conditions

- Hours of work will be 30 per week
- Term-time only + three additional weeks in the holidays (36 weeks in total)
- Salary £21,724 - £24,828 (£35,000- £40,000 pro rata to reflect the part-year working weeks)
- Pension Scheme (after satisfactory completion of probation scheme)
- Members of staff can use the College sports' facilities (at staff allocated times)
- School lunch during term time
- Subsidised health scheme membership (Benenden)