LINCOLNSHIRE INSTITUTE OF TECHNOLOGY

JOB DESCRIPTION

JOB TITLE	Project Manager				
DEPARTMENT	Lincolnshire Institute of Technology				
LOCATION	Brayford Pool				
JOB NUMBER	LIT002	SALARY RANGE	£28 – 32K	DATE	March 2021
REPORTS TO	Chief Operating Officer – Lincolnshire Institute of Technology				

JOB PURPOSE

This role is to serve as the Project Manager of the Lincolnshire Institute of Technology reporting to the Chief Operating Officer.

The purpose of the role is to provide operational and administrative support for the delivery and operation of the Lincolnshire Institute of Technology.

The Project Manager's primary function will be to coordinate the delivery of the functions required to establish and operate the Institute of Technology. The post holder will also provide support to the Chief Operating Officer in managing the various aspects of the day to day operation of the Institute. The post holder will use independent decision making and their own judgement to deal with appropriate matters to allow the Chief Operating Officer to focus on external relations management with the Institute's partners, Board and industry.

The post holder will be required to acquire a comprehensive knowledge of the Institute and the Institute's partners' delivery model. They will act as a central conduit through which information, data and updates are received from, and distributed to, those partners and stakeholders.

As the Institute develops and challenges emerge, the post holder will be required to be flexible, responsive and proactive to meet the Institute's changing needs.

KEY RESPONSIBILITIES

Operational Management

- Manage the Institute's establishment and programme to reach full operating capability, monitoring DfE objectives and milestones.
- Responsible for overseeing the day to day operational management of the Institute, demonstrating initiative, consistency of decision making and an ability to actively manage rapidly changing priorities.
- Through the efficient management of all workflows, ensure the Institute's project deadlines and required reporting is achieved to requirement, taking remedial action where necessary.
- Develop a range of systems and processes to support the Chief Operating Officer in the successful delivery of the strategic plan.
- Manage and oversee the setting up, running and recording of meetings, committees and working groups, including scheduling, preparing and issuing of papers and agendas, advising on matters of procedure and arranging appropriate follow up action.
- Establish administrative procedures to support the delivery of key projects and priorities.
- Co-ordinate and prepare reports on the extent and effectiveness of the Institute's activities.
- Deputise for the Chief Operating Officer in meetings and events as required making, where appropriate, independent decisions on the Chief Operating Officer's behalf.

Data Handling

- Define processes and workflows to schedule the flow of student data from partner colleges and timely uploading to DfE KPI Workbooks.
- Devise and distribute data driven performance dashboards that enable improved communication of performance against internal and external KPIs.
- Act as the primary point of contact for DfE for student data query resolution.
- Explore opportunities to increase the Institute's use of data as an improvement tool

Liaison and Networking

- Participate in internal and external committees or working groups as appropriate, contributing as an active and knowledgeable member, building relationships and a flow of information to inform current practice and future developments.
- Act as an effective interface between the Chief Operating Officer and internal/external contacts, acting as a source of advice and guidance.
- Manage PR/Communications for internal/external audiences to ensure the Institute's reputation is upheld.
- Liaise with and develop constructive working relationships with the Institute's partners and other agencies to develop a high value Institute brand.
- Manage the Institue's internet and social media platforms including working with partner organisations to collaboratively increase the awarness of the Institute.

Finance Management

- Be responsible for the tracking and monitoring of the Institute budget, as directed.
- Coordinate and prepare reports on financial aspects of the Institute's activity.
- Ensure that data required for external reporting is produced to the specified deadlines.
- Processing of invoices & orders in accordance with financial procedures.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

LINCOLNSHIRE

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UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Project Manager	JOB NUMBER	

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) References (R)
Qualifications:		
Graduate or equivalent	E	A
Post-graduate management qualification or equivalent	D	A
Project management qualification (APM, Prince 2 or equivalent)	E	A
Experience:		
Experience of project management	E	A, I
Experience of budget & financial management	E	A, I,
Experience of providing support to senior managers	D	A, I
Experience of planning and organising events	D	A, I,
Experience of data handling	E	A, I,
Experience of providing high-level administrative support	E	A, I
Experience of providing a high level of customer service	D	A, I
Experience of processing invoices and orders	D	A, I
Skills and Knowledge:		
Sound project management skills	E	A, I
Excellent communication skills, written and verbal	E	A, I
Negotiation skills and an ability to influence	E	I
Knowledge of financial systems and processes	E	A, I
Excellent numerical skills with attention to detail when dealing with finances and business/project planning	E	A, I
Competencies and Personal Attributes:		
Excellent organisational and project management skills, able to prioritise workload with attention to detail	E	A, I, R
Results driven and ability to work under pressure	E	A, I, R
Adaptable and flexible within a team environment	E	A, I, R
Innovative and pro-active	E	A, I, R
Able to work confidentially	E	A, I, R
Business Requirements		
Able to travel between sites or nationally as required	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.