Job description

Post title and post number	Project Manager HR & Payroll - 34475
Organisation advertising Description	New Core
Post number	34475
Full-time/Part-time	Full-time
Duration of post	Fixed Term until 31 July 2018
Post is open to:	Internal and External Candidates
Salary	Starting salary is normally in the range £38,896 to £46,414. With potential progression once in post to £52,219 a year.
Additional information	The University of Birmingham has ambitious plans to be a leading global university. In order to achieve this it needs to have modern, flexible systems that support efficient processes, effective decision making and provide meaningful management information. In the light of the above, a need to replace current finance and HR/payroll systems has been identified. These systems have been in operation for in excess of 18 years, are increasingly unable to meet the demands of users or external requirements. Importantly, the proposed replacement of our HR, payroll and finance systems presents the opportunity to substantially re-design core business processes and acts as a catalyst for broader change and improvements in how the University operates. Phased implementation of the programme is expected to continue until the middle of 2018. The Project Manager will be responsible for managing the planning and delivery of the HR & Payroll aspects of the programme. The ideal candidate will possess exceptional interpersonal skills, and have project / programme management experience within the field of IT system implementation, with a successful track record of managing projects within timescale and budget.

	Experience of Oracle HR & Payroll systems would be an advantage. Formal training in project management techniques and methodology, particularly Prince2 or APMP accreditation, is required. Informal enquiries can be made to Alison Jinks; a.jinks@bham.ac.uk
Terms and conditions	Administrative and Other Academic Staff

Job summary

To be responsible for:

Providing comprehensive professional advice and cascading expertise on programme and project management for the New Core programme, with particular focus upon the HR and Payroll Workstream.

Leading the development and delivery of project management methods (in line with best practice in the industry for all projects), including the provision of innovative solutions, as well as responsibility for the quality control and quality assurance of methodology.

Leading significant and complex projects within the New Core programme, delivering new services in order that objectives within the University Strategic Framework are met. This will include managing the design, planning and delivery of the projects as well as developing and putting forward proposals for approval by the relevant senior management team or Authority Group.

Working context

During summer 2015 UEB and Council gave the green light for procurement to commence on an exciting new programme that will streamline the University's current administrative processes around HR and Finance activities, and lead to simpler, easier, faster ways of working for staff. This programme will be formally launched to staff during 2016 and we anticipate the new technology will be available to use by 2018. The programme is known as New Core.

This strategic venture is the first major investment in our core admin systems for 20 years. Once fully implemented it will create a step change in the way we work; cutting red tape and freeing up staff to focus on value added activities.

This programme is part of our wider programme of ambitious, long-term investments aimed at creating a more sustainable and flexible campus, fit for the future.

Main duties

Project Management

Taking on the role of Project Manager for a range of projects within the New Core Programme, especially the HR and Payroll Workstream. This will involve the use of an adapted project management methodology (i.e. Prince2and APMP) and may involve the use of Agile methodologies. This is the major part of the post holder's responsibility involving the following aspects:

Leading and managing significant and complex projects across the New Core Programme:

- Using the Project Office Prince2 methodology.
- Over-seeing the effective running of project groups and project teams. Including the decommissioning of groups and teams no longer required or new ones required.
- Working with the executive and customers to assess and interpret customer needs against the objectives and deliverables of the project, ensuring project scope is maintained and change requests are clearly identified.
- Implementing stakeholder management and maintaining regular contact with stakeholders to understand requirements, generate and negotiate solutions and ensure these requirements are delivered (requirements management).
- Forward planning of projects to ensure that other relevant areas of the University are involved early enough to plan for resource requirements and clearly understand the resource and timescales required for them.
- Planning and managing the work of the project team to ensure compliance with the project brief (project plans, dependencies and critical paths).
- Assessing risks and maintaining logs of current issues and risks.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Responsible for the monitoring & reporting of project budgets, delivery of projects on-time, within budget with appropriate quality and scope.
- Ensuring that all projects are fully costed, and funding approved in line with University procedures. Presenting proposals for approval to the respective senior management team and then, where appropriate, to senior decision making committees within the University.
- Liaising with external suppliers to ensure the timely delivery of goods/services to agreed price and quality.
- Ensuring that correct procurement procedures are followed and that University budgetary regulations are adhered to.
- Ensuring best value is obtained for all projects. This will involve liaison with the Procurement Office, other corporate services and ensuring full option appraisal is undertaken.
- Identify the impact on other projects and co-ordinates with other project managers to resolve issues.
- Ensure appropriate post project activities are scheduled and undertaken.

Project Management best practise and expertise

- Assist in the monitoring and evaluating best practise in the HE sector and general market place for project management and implementing it where appropriate.
- Advising or coaching staff in project management techniques, software, tools and specifically the Project Office project methodology.
- Quality assurance to ensure a consistent level of project management and documentation across all projects.
- Developing techniques and expertise to aid in good project management, such as estimating techniques, risk analysis, benefits realisation, contingency planning.
- Assist in the process to ensure that projects are integrated and co-ordinated to meet the objectives of the New Core programme and the University and Strategic plans.

Project Documentation

To ensure that all projects are delivered in accordance with appropriate project management methodology by:

- Compiling complex key project documentation as prescribed by Project Office project methodology and the New Core programme management framework - such as business cases, Project Initiation Documents and project logs, to support projects and initiatives.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Estimate and manage project resources efficiently and effectively to deliver project goals on time and to budget.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Creating project plans using Microsoft Project or other appropriate tools.
- Maintaining project documents, or ensuring that other staff do, for all agreed documentation that will be stored for a particular project within the document repository.
- Review and report on project progress, dealing with issues as they arise and escalating appropriately where necessary.

Liaison with users and staff

- Attending specialist or management group meetings to report on progress of complex projects
- Communicating of project management issues with key project participants and staff within Professional Services and Colleges.
- Involvement in Project Office and other University meetings which will enable the post holder to gain the necessary understanding of current developments in technology being used, as well as determining how the University operates.
- Liaison with senior staff across Professional Services and Colleges.
- Presentations to meetings (e.g. Senior Management team, staff meetings) and contributions to websites and publications where appropriate.
- Set, effectively communicate and continually manage project expectations with project team members and other stakeholders in a timely and clear fashion.
- Monitor and report to local approval groups by providing a co-ordinated overview of key projects highlighting escalated issues and liaise with the other New Core Project Managers as necessary.

Knowledge, Skills, Qualifications & Experience

- Formal education to degree level or equivalent.
- Project/programme management experience within the field of IT system implementation, with a successful track record of managing projects within timescale and budget.
- Formal training in project management techniques and methodology, particularly Prince2 or APMP accreditation.
- Training and experience of Agile methodologies is desirable.
- Experience of a HR or Payroll environment is desirable.
- Membership of a professional project management body is desirable.
- HE experience is desirable but not essential.
- Experience of desktop systems (e.g. spreadsheets, e-mail, diary/calendar software and diagramming packages).
- Considerable experience of stakeholder management including stakeholder analysis and communication with all levels of stakeholders.
- Excellent communication skills, both written and oral, including presentation skills.
- Experience of using facilitation techniques when working with team and stakeholders is highly desirable.
- An ability to prioritise and to schedule workloads in the face of conflicting demands.

- An ability to maintain effective working relationships with staff at all levels within the University.
- Experience of working on HR and Payroll software implementation would be advantage.
- Experience of using Oracle Fusion HCM and Payroll is desirable.