Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Medicine, Health and Life Sciences
Job Title:	Project Manager
Department/Subject:	Data Science
Salary:	Grade 9: £45,585 to £54,395 per annum
Hours of work:	35 hours per week (100% FTE)
Contract:	This is a fixed term position for 3 years
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	This exciting opportunity will involve a wide range of project management tasks, working closely with Prof. Ann John, external partners and other project managers on the team. The successful applicant will ideally be experience in managing multi-partnered projects within the mental health research field. Responsible for applying the following independently in complex situations and will supervise others applying with competencies: 1. **Promoting** the wider public good in all actions, acting in a morally, legally and socially appropriate manner in dealings with stakeholders and members of the project team and the University. 2. **Identifying, addressing** and **resolving** differences between individuals and/or interest groups involved in the project. 3. **Securing** the provision of resources needed for the project from either internal or external providers. 4. **Agreeing** contracts for the provision of data and/or services for the project, monitoring compliance, data governance and managing variances. 5. **Determining** the best means of satisfying requirements within the context of project objectives and constraints, i.e. developing solutions. 6. **Preparing** and **maintaining** schedules for project activities and events, taking account of dependencies and resource requirements. 7. **Developing, implementing** and **updating** resources allocation plans needed for the project taking account of availabilities and scheduling. 8. **Controlling** forecast and actual costs against this budget for central costs and those of partners. 9. **Identifying** and **monitoring** project risks, planning and implementing responses to them and responding to other issues that affect the project. 10. **Developing, maintaining** and **applying** quality management processes for project activities and outputs. 11. **Consolidating** and **documenting** the fundamental components of the project (scope, schedule, resource requirements, budget, risk, opportunities, issues and quality requirements). 12. **Establishing** and **maintaining** governance arrangements to enable the delivery of the project, defining clear roles, responsibilities and accountabilities that align with institutional practice and governance structures. 13. **Managing** project stakeholders, taking account of their levels of influence and particular interests. 14. **Establishing** and **managing** reviews at appropriate points during the project, which will inform the governance of the project by providing evaluations of progress (progress reports) and working with the wider team to prepare information for the project Milestones. 15. **Establishing** and **implementing** protocols to change the scope of the project updating baseline documents as required. 16. **Preparing,** gaining approval of, refining and updating business cases that justify the initiation and/or continuation or reprofile of the project in terms of benefits, costs and risks.
General Duties	17. To fully engage with the University's Performance Enabling and Welsh language policies. 18. To promote equality and diversity in working practices and to maintain positive working relationships.

	19. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 20. Any other duties as directed by the Head of Faculty / Department or their nominated representative expected within the grade definition. 21. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy.
Leadership Values	All Professional Services areas at Swansea University operate to a defined set of Core Values: Professional services values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. In addition you will operate to a defined set of Leadership Values: **We are Professional** We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance. **We Work Together** We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the "big picture" and harnessing ideas and opportunities to achieve the University's vision. **We Care** We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Project Management	**Project Management at Swansea University** **Working with the Association for Project Management (APM)** Swansea University is an APM Accredited organisation and considers the APM Body of Knowledge and the APM Competence Framework as the leading reference for its project management activities. The Strategic Portfolio Management Office is responsible for improving project and change management professionalism across the university. Advice, support, learning and development with respect to project and change management is available through this team. All project management staff are expected to become a member of a project management professional body, ideally the APM, see https://www.apm.org.uk/membership/ for guidance on individual membership.

Person Specification	**Leadership Values:** 1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions. 2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge. 3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care. **Qualification**: 4. Educated to a degree level or equivalent project/change management experience. 5. Either holds a project management qualification e.g. APMP, PRINCE2, etc. or with a willingness to work towards an Association for Project Management (APM) qualification. 6. Member of a recognised professional body or with a willingness to work towards APM membership. **Experience**: 7. Has a detailed knowledge of the following competencies, with an ability to critically evaluate and adapt as required, and has experience of acting independently primarily in complex situations and has supervised others in applying these competencies: a. Promoting the wider public good in all actions, and acting in a morally, legally and socially appropriate manner in dealings with stakeholders and members of project teams and the organisation b. Identifying, addressing and resolving differences between individuals and/or interest groups c. Securing the provision of resources needed for projects from internal and/or external providers d. Agreeing contracts for the provision of data, monitoring compliance and managing variances e. Providing solutions to satisfy requirements within the context of a project f. Preparing and maintaining schedules for activities and events for a project g. Developing, implementing and updating resource allocation plans for a project h. Controlling forecast and actual costs against this budget for central costs and those of partners against this budget i. Identifying and monitoring risks, planning and implementing responses to those risks and responding to other issues that affect the project j. Developing, maintaining and applying quality management processes for project activities and outputs k. Consolidating and documenting the fundamental components of a project (scope, schedule, resource requirements, budgets, risks, opportunities, issues, quality requirements) l. Establishing and maintaining governance structures that define clear roles, responsibilities and accountabilities for the management and delivery of a project ensuring alignment with organisational governance structures and practices m. Managing stakeholders, taking account of their levels of influence and particular interests n. Establishing and managing reviews at appropriate points during a project and providing evaluations of progress (progress reports) and working with the wider team to prepare information for the project Milestones o. Establishing change protocols to alter the scope of the project, implementing the protocols when necessary, and updating baseline documentation to reflect the change p. Preparing, gaining approval of, refining and updating business cases that justify the initiation and/or continuation of the project in terms of benefits, costs and risks **Knowledge and Skills:**

	8. Excellent organisational skills, the ability to plan and manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones.
	9. Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media.
	10. Ability to seek out, analyse and interpret information from a wide variety of sources.
	11. High level of computer literacy with a thorough knowledge of Microsoft Office software.
	12. Strong emotional intelligence – empathetic, supportive, seeks out feedback and uses it to support self-development.
	Desirable Criteria:
	13. Experience of working in a mental health related.
	14. Experience and knowledge of ABW
	15. Experience and knowledge of using PIPA to monitor project budgets
	16. Experience of creating grant applications using AMS
	17. Experience of writing proposals and submitting buds to funding bodies
	18. Knowledge of data ascertainment regulations
	19. Knowledge of informatics sector within the UK or internationally
	20. Experience of working with the Higher Education environment and dealing with stakeholders in the HEI environment
	21. Willingness to travel to meet clients and other stakeholders at different locations within the UK
	22. Demonstrated commitment to personal and professional career development
	23. The ability to communicate in Welsh
Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.
Additional Information	Informal enquiries: Dara Almeida Medina – dara.almeidamedina@swansea.ac.uk