

Job Description

Job Title:	IT Project Manager
Reporting to:	Solutions Delivery Manager
Accountable for:	N/A
Purpose:	Take a lead role in the planning and co-ordination of the IT Programme of work. Ensure that all IT Programme Projects are managed effectively through the full project life cycle from requirements gathering through to live operations.

Duties and Responsibilities

- Manage projects within the IT Programme; managing the full life cycle through to implementation, testing and transition ensuring delivery against agreed specification, budget, time and quality standards.
- Take responsibility for all project documentation in line with the appropriate project standards.
- Lead workshops and sessions to ensure effective collaboration, pace and teamwork to enable project and programme delivery.
- Work closely with suppliers and partners to ensure projects deliver against specification, quality is optimised throughout the process and enable the business to function effectively and efficiently in the future.
- Communicate all elements of risk management for the projects and programme.
- Collaborate with key stakeholders to check, challenge, & understand business requirements from systems and ensure that the final solution provides what the internal customer requires.
- Escalate and resolve potential problems as soon as they are identified following the designated processes.
- Manage and drive change across the business.
- Ensure that a change control procedure is in place and actively used to assess the effect of changes to projects on costs, timescale and/or resource needs and report these to project sponsors.
- Manage project budgets.
- Work with the Solutions Delivery Manager to prioritise and schedule the IT project pipeline in line with business priorities, IT and business resource availability.
- Identify dependencies between projects within the IT Programme and actively monitor the impact of any project delays on the overall Programme, dealing with and escalating any risks and issues in line with the agreed process.
- Support the Solutions Delivery Manager to manage the IT Programme which includes playing a lead role in Programme Team Meetings, IT Programme Board and proactively monitoring programme schedules, risks and budgets.

- Co-ordinate the IT Programme Board process.
- Provide a PMO function for the IT Programme, including maintaining a library of project documentation, providing guidance on the project and programme management framework and support regular quality checks on all IT projects.

General Obligations – All employees

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting Aspire to its tenants, clients and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

This 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 changed at management's absolute discretion in the future.

As a general term of employment, Aspire may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within Aspire.