Job Description: GREAT Centre Project Manager (Maternity Cover)

Faculty/Directorate/Service Area:	Medicine, Health and Life Science
Job Title:	GREAT Centre Project Manager (Maternity Cover)
Department/Subject:	Psychology
Salary:	Grade 8 £39,355 - £45,413 per annum pro rata together with USS pension benefits
Hours of work:	14 hours a week (0.4 FTE)
Number of positions:	1
Contract:	This is a fixed term maternity cover position for nine months' duration
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	Working closely with the GREAT Centre Directors, the post-holder will coordinate and project-manage submission of external bids for funding, provide support with financial costing and budgeting, assist with project reporting and management activities, and contribute to profile-raising and general administrative support duties. 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 projects 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 projects by providing progress reports and working with the wider team to prepare information for project milestones. 15. 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 agreed by the Faculty / Directorate / Service Area. 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.
Professional Services 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. **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality. **We Work Together** We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Person Specification	**Essential Criteria:** **Values:** • Demonstrable evidence of taking pride in delivering professional services and solutions. • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all your customers ensuring a personalised and positive experience. **Qualification:** • Educated to a degree level or equivalent project/change management experience. **Experience:** 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: • 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. • Identifying, addressing and resolving differences between individuals and/or interest groups. • Securing the provision of resources needed for projects from internal and/or external providers. • Providing solutions to satisfy requirements within the context of a project. • Preparing and maintaining schedules for activities and events for a project. • Developing, implementing and updating resource allocation plans for a project. • Controlling forecast and actual costs against this budget for central costs and those of partners

against this budget.

- Consolidating and documenting the fundamental components of a project (scope, schedule, resource requirements, budgets, risks, opportunities, issues, quality requirements).
- 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.
- Managing stakeholders, taking account of their levels of influence and particular interests.
- 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

Knowledge and Skills

- 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 to meet project milestones.
- Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media.
- Excellent visualisation tools with the ability to communicate and monitor complex KPIs within a project and report to senior members.
- High level of computer literacy with a thorough knowledge of Microsoft Office software.

Desirable Criteria:

- Experience and knowledge of ABW (including of creating grant applications using AMS).
- 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.
- Experience and knowledge of using PIPA to monitor project budgets.
- Experience of working with the Higher Education environment and dealing with stakeholders in the HEI
- Environment.
- Willingness to travel to meet clients and other stakeholders at different locations within the UK.
- Demonstrated commitment to personal and professional career development.
- 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. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).
Additional Information	Informal enquiries: Professor Simon Dymond (s.o.dymond@swansea.ac.uk)