



# IMPACT

## Improvement Project Manager

**Reference:** R210366

**Salary:** Grade 8, £34,304 to £40,927 per annum

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## Job Purpose:

Forming part of the Project Management Office (PMO), the purpose of this role is to lead on the delivery of improvement projects across the University. The post holder will lead or support the delivery of improvement projects and provide business analysis that will enable Aston to improve its operations, business systems and processes and thereby contributing towards achieving positive outcomes for the University's beneficiaries – students, business and the professions, and our region and society.

## Main duties and responsibilities

- ▶ Lead on the delivery of selected and agreed improvement projects, ensuring the completion of the agreed deliverables and that forecast benefits are realised.
- ▶ Design and deliver project communications and ensure that feedback is accounted for.
- ▶ Work with individuals and teams from across the University to support business analysis – determining requirements, outlining problems, identifying opportunities and creating project proposals.
- ▶ Work in partnership with the Digital Services team to ensure that expert information technology resources are assigned to and contribute towards the initiation and delivery of projects where there is a technology component.
- ▶ Work in partnership with the Director of Organisational Change and Organisational Development team to support the delivery of any change management, learning and development activities necessary for project success.
- ▶ Identify, assess and manage risks and issues – escalating them for resolution where required.
- ▶ Prepare and maintain the necessary project management information including: project business cases, project management plans, risk registers and activity schedules – typically this will be via the University's Portfolio, Programme and Project management system.
- ▶ Manage the information flows and communication between project teams and Sponsors. This includes the production of project status and progress documentation including: highlight reports, issue reports, end project reports.
- ▶ Support the PMO team to manage and coordinate the overall portfolio of projects and the governance arrangements for major programmes such as Digital Aston.

## Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	An Honours Degree or equivalent.	Application form
<b>Experience</b>	<p>Delivery of projects in a complex and diverse organisation.</p> <p>Delivery of improvement projects with a core IT / technology component.</p> <p>Delivery of projects through utilising part time / disparate resources (rather than full-time project teams).</p> <p>Engaging and motivating project personnel and other stakeholders.</p> <p>Interpreting complex and possibly vague requirements into a clear and well-structured series of objectives and deliverables.</p> <p>Working in the Higher Education Sector.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Application of project management methods, tools and techniques.</p> <p>Highly motivated, confident, resilient and possessing a positive attitude.</p> <p>Ability to work independently and meet set deadlines.</p> <p>A positive attitude with a flexible approach to working with others.</p> <p>Critical thinking and problem solving, with the ability to objectively analyse and evaluate situations in order to identify solutions.</p> <p>Excellent communication skills and the ability to engage with a range of audiences, through a variety of channels.</p>	Application form and interview

	Essential	Method of assessment
	<p>Good attention to detail and accuracy.</p> <p>Excellent administrative, organisation and time management skills.</p> <p>Ability to use, maintain and develop administrative systems.</p> <p>Good knowledge of Microsoft 365 applications.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Recognised project management qualification e.g. APMP, PRINCE2, Agile.	Application form



## How to apply

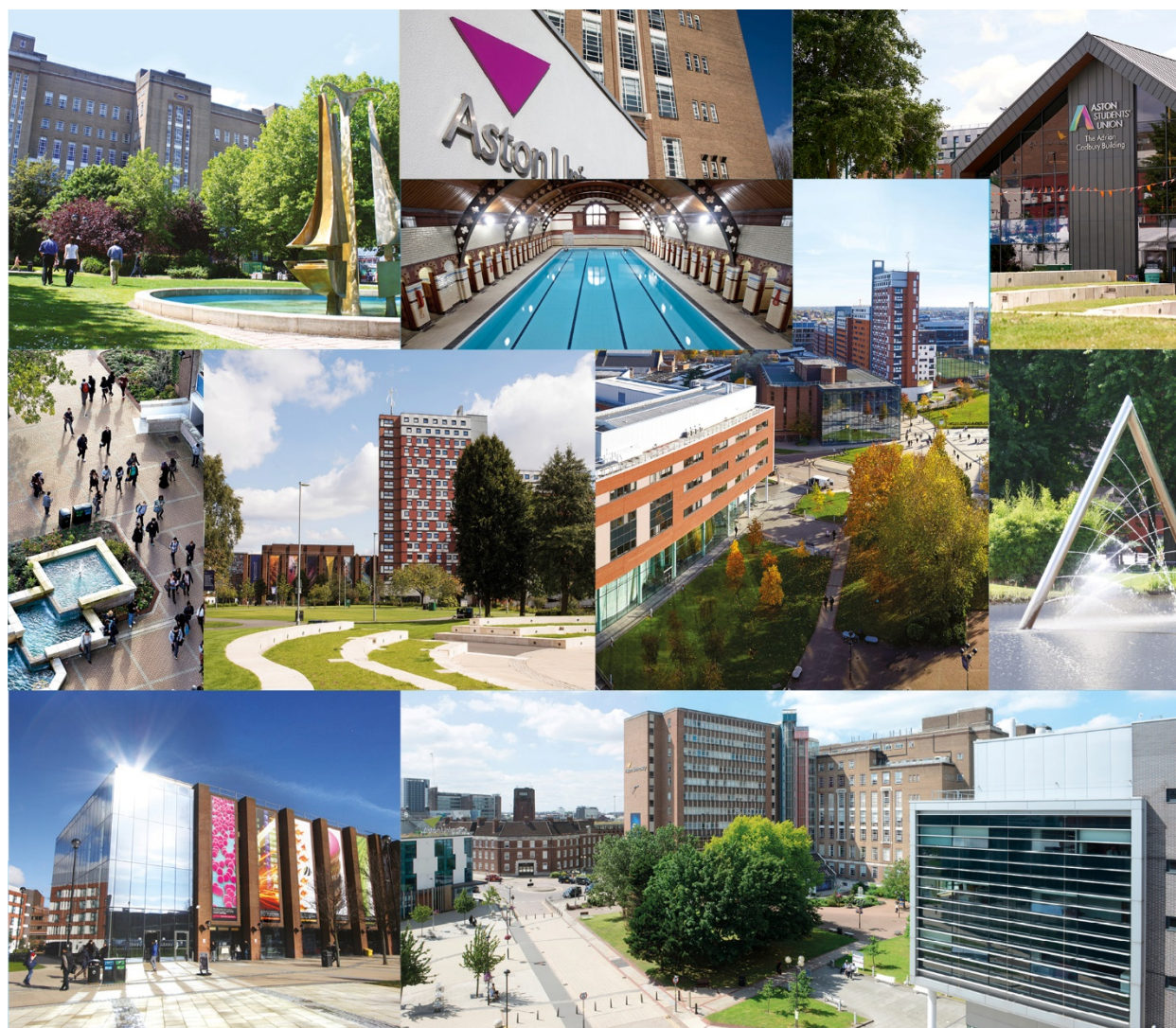
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Paul John

Job Title: Director of Quality and Process Improvement

Email: [p.john@aston.ac.uk](mailto:p.john@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>  
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

### **Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

### **Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

**aston.ac.uk**



**Where change  
gets real.**