Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	School of Medicine
Job Title:	Technical Project Manager
Department/Subject:	Population Data Science
Salary:	Grade 9: £46,735 to £55,755 per annum together with USS pension benefits
Hours of work:	Full time
Contract:	This is a fixed term position until 31st December 2026
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	The Technical Project Manager (PM) is responsible for the leadership and management of one or more major projects. They are responsible for overseeing the project through the lifecycle including the day-to-day management of the project teams, ensuring that objectives are clearly defined and achieved within the agreed time, cost and quality constraints. This will cover a diverse range of activities including the co-ordination of project plans, engaging and communicating with stakeholders, monitoring and reporting, data analysis and administration at different stages of the project: implementation, planning, delivery, project closure and project sustainability (where appropriate). The responsibilities will include dealing with and resolving a wide range of matters, which will often be confidential, sensitive or urgent, exercising sound judgement with respect to the most appropriate course of action. 1. **Leadership** – provide direction and guidance to the team, identifying opportunities for development and offering coaching and mentoring to staff. 2. **Project Management** – day-to-day management and leadership of technical projects through the full lifecycle, from idea to benefit realisation, in accordance with the University Project and Change Framework. Provide effective leadership and management controls and set appropriate delivery methodologies and governance. 3. **Planning, Monitoring and Reporting** – development of plans, schedules and budgets, project control and performance management, including project closure and sustainability plans. Generation of reports to sponsors, funders and key stakeholders, and the financial management of the project, attending to audit in accordance with funder and university requirements, liaising with relevant professional services where appropriate. 4. **Communications and stakeholder management** - lead stakeholder mapping and engagement and ensure internal and external stakeholder interests are identified and addressed as appropriate. Develop and implement communication strategies and plans, deliver presentations and workshops to key stakeholders. Develop a network and manage relationships with internal and external partners. 5. **Project Sustainability** – assist PIs on the development of the project sustainability plan on projects that aim to continue its operation beyond the grant funding period. This will involve working with relevant stakeholders to assess financial, strategic, and operational sustainability. Incorporate sustainability plan as part of the project mobilisation and delivery plan. 6. **Resource management** – direct line and matrix management of project teams, building the team, delegating roles and responsibilities and developing capability. 7. **Administration** - ensure project documentation and project files are accurate and kept up to date.

	8. **Data Analysis** – gather, analyse and interpret data from a wide range of internal and external sources and generate reports to support the development or implementation of projects. 9. **Risks and issues** – identify, monitor and manage project risks and issues. Develop mitigating actions and escalate as appropriate. Identify and work with related projects to manage interdependencies.
General Duties	10. To fully engage with the University's Performance Enabling and Welsh language policies 11. To promote equality and diversity in working practices and to maintain positive working relationships. 12. 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. 13. Any other duties as agreed by the Faculty / Directorate / Service Area. 14. To ensure that risk management is an integral part of your day-to-day activities to ensure working practices are compliant 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. **Experience**: 5. A proven track record of successfully delivering complex technical projects. 6. Experience of developing and/or managing project deliverables including: project plans; schedules; resource management; budget and cost management; risk and issues management; governance 7. Experience of working in collaboration with internal and external stakeholders to deliver successful outcomes. 8. Experience of writing high quality reports, presentations and other documents, such as communication plans and highlight reports. 9. Experience in managing, monitoring and reporting on project finances to ensure that the project is delivered within budget and achieves value for money. 10. Experience in developing thorough project sustainability including strategic, financial and operational plans. 11. Experience of leading and matrix managing cross functional teams, including recruitment, performance management, motivation and developmental planning (PDPs). **Knowledge and Skills:** 13. 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. 14. Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media. 15. Ability to seek out, analyse and interpret information from a wide variety of sources. 16. High level of computer literacy with a thorough knowledge of Microsoft Office software. 17. Strong emotional intelligence – empathetic, supportive, seeks out feedback and uses it to support self-development. **Desirable Criteria:** 18. Experience in the Higher Education Sector

	19. A recognised project management qualification 20. Knowledge of a project management planning tool such as MS Project 21. Member of the APM or working towards membership 22. Willingness to travel to meet clients and other stakeholders at different locations within Wales / UK / internationally 23. Experience or knowledge of operating within and compliance with funding bodies. 24. Experience or knowledge of operating within and compliance with procurement rules and regulations. 25. Knowledge of relevant academic / industry sector within<Wales / UK / internationally
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: emma@chi.swan.ac.uk