Job description
Junior Project Manager

14 November 2018

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website http://www.intoglobal.com/ has details of how we are organised and our outstanding achievements so far.

Role context

We operate a range of websites and other systems on multiple platforms with an international audience. We manage the development of them using an agile methodology to maximise the timely delivery of business value.

Reporting line

The role reports to the PMO Director

Job purpose

The Junior Project Manager will be responsible for ensuring the timely delivery of our web and software products. Additionally, he or she will work with our Project Management Office to grow our project delivery support capability, identify and promote best practice and establish common working and reporting processes.

Key accountabilities and duties

Role and responsibilities

- Assist the VP, IT Projects and Product Owners with managing project delivery
    - Help to define scope for business transition activities, identifying dependencies between teams and between products
    - Assist in preparation of project management deliverables such as the Business Case, PID, Project Plans
    - Report on project progress and resolve or escalate risks and issues

- Planning and Co-ordination
  - Ensure teams have appropriate processes in place for each project
  - Coordinate projects, schedules, track and report on progress
  - Work with Product Owners to define and maintain product roadmaps
  - Manage resource allocation to deliver projects
  - Stakeholder management
- Work with the INTO Project Management Office (PMO)

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification…

INTO »

Person specification

	Essential	Desirable
Legal Status	• Must be eligible to work in UK	
Education/ Qualifications	• Ideally hold a degree or equivalent in Computer Science, Computer Engineering, Mathematics with Computer Science or demonstrate the relevant experience • Knowledge of project management methodology • Demonstrated proficiency in Microsoft Office	• Professional Agile certification, e.g, Certified Scrum Master Professional Scrum Master • Project Management certification e.g Prince 2

Experience/skills	• Familiarity with project tools, e.g. JIRA, Confluence, Visual Studio, TFS, MS Project
	
	• Participation as a member of an agile team using Scrum
	
	• Support the use of project management techniques and tools
	
	    o Specification
	    o Planning
	    o Communication
	    o Delegation of project actions
	    o Monitor and review project progress
	    o Project follow-up and closure
	
	• Strong skills in communication
	
	• Evidence of supporting teams to introduce continuous improvement
	
	• Able to capture and communicate meaningful metrics to keep team and stakeholders informed
	
	• Knowledge of software development processes and practices
	
	• Enthusiasm, energy and ability to motivate teams
		• Knowledge of other agile frameworks, e.g Kanban, DSDM, SaFe
		
		• Coaching teams to improve performance