WAMS Project Manager

JOB DESCRIPTION

Job Title: WAMS Project Manager
Location: Ipswich
Salary: Within range £41,212 to £49,149 per annum, pro rata
Grade: 9
Scale point: 38 to 44
Contract status: Fixed term until 31 January 2019
Hours of work: 1.0 fte
Pension: Contributory to USS pension scheme
Annual Leave entitlement: 30 days pa, plus Bank Holidays and closure days, pro rata
Staff Development: Corporate, Departmental and Personal Development Programme opportunities
Responsible to: Director of Human Resources

Purpose of the Job:

To manage the day to day operational aspects of the on the implementation of the Simitive academic workload Management System (WAMS)

Duties of the Post:

The main duties and responsibilities of the postholder will include:

1. To lead and manage the implementation of the workload allocation system (WAMS)
2. Establish procedures and supporting documentation (e.g. MS Visio flowcharts) for effective data feed between Simitive and other relevant University systems
3. Identify 'systems administrators' and 'departmental administrators' to support the system and establishing clearly the roles and inputs required of them
4. Ensure appropriate and effective user acceptance testing of the system is undertaken once configured by Simitive
5. Establish workflow procedures and timetables to enable the effective ‘business as usual’ use of the system
6. Identify training needs and ensuring these are met, either by commissioning through others or delivering directly.
7. Coordinate and manage the Project Team and Project Implementation Group meetings and ensuring allocated tasks are completed as agreed
8. Work closely with the Deans and Project Implementation Group members, particularly in communications with their teams, to ensure support and engagement with the system

We are actively committed to growing and supporting our diverse workforce and welcome applications from all backgrounds and communities.
9. Conduct a risk assessment and effectively manage the project risks  
10. Liaise regularly with the Simitive Project Manager and WAMS Implementer  
11. Ensure the project is delivered within the agreed project timetable and budget  
12. Report progress regularly to the Director of HR and the Head of Planning & Management Information  
13. Proactively liaise with colleagues across the organisation to ensure the success of the project.  
14. To communicate with and make presentations to a wide variety of audiences at all levels on the projects progress and planned activities.  
15. Represent the project teams at a variety of forums, at the highest level, both internally and externally.  
16. Contribute to other HR systems tasks/projects as appropriate  
17. Any other duties that may be assigned from time to time by the Director of HR or her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.

Selection Criteria

Candidates will be assessed against the following essential/desirable attributes:

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| **Education and Qualifications** | 1. Degree or equivalent level qualification                               | 1. Higher Degree  
                            |                                                                          | 2. Relevant professional qualification                                       |
| **Knowledge and Experience** | 2. Successful project management                                          | 3. Familiarity with HR databases/systems                                    |
|                         | 3. Experience of delivering organisational/cultural change                | 4. Current knowledge and experience of the HE sector                         |
|                         | 4. Previous experience of co-ordinating working groups                    | 5. Experience of working with academic staff                                 |
|                         | 5. Experience of liaising with external agents/consultants               | 6. Experience of delivering change in a complex, professional, unionised environment |
|                         | 6. Knowledge of relational database models                                |                                                                          |
|                         | 7. Experience of ensuring data quality in systems                          |                                                                          |
|                         | 8. Experience of successful systems integration                           |                                                                          |
|                         | 9. Working knowledge of office applications                               |                                                                          |
|                         | 10. Experience of internal communications                                 |                                                                          |
| **Skills**              | 11. Excellent communication skills                                        |                                                                          |
|                         | 12. Excellent written and presentation skills                             |                                                                          |
|                         | 13. Excellent planning and organisational skills                          |                                                                          |

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14. An innovative and dynamic approach to work and the solving of problems  
15. Ability to work on own initiative and to deadlines  
16. Ability to work as part of a team  

| Attitude | 17. Willingness and ability to work flexibly  
18. An understanding of and commitment to Equal Opportunities, and the ability to promote this in the day to day work of the post. |

INFORMAL ENQUIRIES ABOUT THIS POST  
Sara Corcoran, Director of HR, telephone 01473 338326 or email s.corcoran@uos.ac.uk  

APPOINTMENT TERMS  
This post is offered on a full-time, fixed term basis until 31st January 2019. The salary range for the post is £41,212 - £49,149 per annum.  

FLEXIBLE WORKING  
As a Top 30 Employer for Working Families 2016 and 2017, we consider flexible working requests for all our vacancies. e.g. adjustments to the working location, hours, time, or working on job share basis.  

EQUAL OPPORTUNITIES  
The University of Suffolk is a diverse community and is committed to providing equality of opportunity to all staff and students. As users of the Disability Confident scheme, we guarantee to interview all applicants who declare a disability and who meet the minimum essential criteria for the vacancy.  

NO SMOKING POLICY  
A no smoking policy including the use of electronic cigarettes operates at all University of Suffolk premises.  

APPLICATIONS  
Please see below for specific instructions on how to apply. Please note that applicants who fail to return all the documents asked for may be discounted.  

Closing Date: Friday 25 May 2018  
Interview date: Friday 15 June 2018  

To apply for this post:  
- All forms and information can be found on our website http://www.uos.ac.uk/jobs  
- Fill in the Application Cover Sheet and include details of any flexible working request you are making  

We are actively committed to growing and supporting our diverse workforce and welcome applications from all backgrounds and communities.
- Complete the monitoring form
- Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post
- Return them as Word (.doc) attachments by e-mail to: jobs@uos.ac.uk please put the post title in the subject box of your email.
- If you are unable to email your documents, you may post them to

  The Human Resource Team  
  University of Suffolk  
  Waterfront Building  
  Neptune Quay  
  Ipswich  
  Suffolk  
  UK  
  IP4 1QJ

If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351.

More information about the University of Suffolk is available on our website www.uos.ac.uk