



Information Technology (IT) Project Manager

Salary: Band 11 - £47,181 to £51,356 per annum

Hours per week: 37 - Office attendance is required minimum 2-days a week for full time staff.

Location: Civic Offices, Guildhall Square, Portsmouth

Contract type: Permanent

Corporate Services

The Corporate Services Directorate at Portsmouth City Council provides the core corporate functions that enable the organisation to operate effectively and deliver high-quality services to the city. Bringing together areas such as HR, IT, Legal and Governance, Digital and Customer Services, Marketing and Communications, Facilities and the PMO, the Directorate plays a key role in supporting transformation, strong governance and organisational resilience across the Council.

What is the role?

The Information Technology (IT) Project Manager role sits within the IT Services Team reporting directly to the Head of the Programme Management Office (PMO) and will be responsible for delivering IT related projects of varying sizes and complexity across all Directorates within the Council, including but not limited to:

- Application software upgrades
- New system implementations
- Data migration
- Hardware refresh
- Infrastructure development and deployment

You will be responsible for defining the project brief, scope, objectives, deliverables and desired outcomes, whilst identifying assumptions, risks, issues, dependencies and constraints for projects, delivering either new or changes to the IT services and business processes for complex and technical projects.

You will be fully accountable for the management, control and delivery of the project, including all financial aspects, ensuring the project is delivered within scope, schedule, budget and quality parameters.

You will be expected to collaborate with Senior Customers, Third Parties and Heads of service, including providing regular updates and reports to project boards, with progress against scope, schedule, and budget, whilst providing details of critical risks and issues, along with the impact and mitigating actions.

You will:

- Manage the project estimating process



- Manage the staffing of the projects, organise the team and project objectives to ensure communication and understanding of deadlines
- Control project requirements, scope and change management issues
- Perform ongoing review and project status and identify project risks. Recommend and implement risk mitigation solutions as appropriate
- Undertake project status review meetings across the entire project with project team members and customers
- Act as an expert in providing direction and guidance to process improvements and establishing policies
- Participate in delivery assurance reviews to ensure adherence to project management policies and procedures.
- Frequently represent the organisation to external suppliers and third parties
- Work with management on project proposals, contracts, estimate and schedules
- Mentor and advise team members to accomplish project goals, to meet schedules and resolve technical/operation issues

Who is the person?

You need to demonstrate tangible evidence of your proven experience and success in the following areas:

You must have:

- Attained a professional Project Management certificate, or be working towards one, such as PRINCE2, PMI or APM
- Proven experience as an IT Project Manager delivering medium to large scale IT projects
- Strong understanding of IT architecture, infrastructure and software
- Strong understanding of the testing and deployment of IT infrastructure, testing and implementation of software and delivery of changed business processes for IT projects
- Strong understanding of the Extract, Transform and Load (ETL) techniques and reconciliation reporting
- Experience of working with techniques and approaches related to project definition, planning and estimating, risk and issue management, benefits management, managing and controlling of project phases
- Experience working with project assurance and robust governance practices and techniques
- Experience with defining, planning, estimating and start-up of new IT projects



- Experience with owning, managing and controlling all aspects of project execution, including schedule, risks and issues, budget, scope and deliverables
- Business engagement, stakeholder engagement and management, contract management, procurement process and resource management
- Strong understanding of managing project finances including costs to date, forecasting and earned value
- Experience with reviewing project schedules, scope, finances and risks and issues, to identify activities and recommendations for 'rescuing' failing IT projects

Skills:

- Leadership
- Excellent interpersonal skills including relationship building, influencing and negotiation
- Strong communication skills both oral and written coupled with excellent literacy and numeracy skills
- Subject matter expert in project methodologies and techniques including estimating and scheduling and management of assumptions, dependencies, risks and issues
- Strong analytical and problem-solving skills
- Financial management
- Test management
- Supplier and contract management
- Ability to work both collaboratively and independently
- Change management and project assurance
- IT software and infrastructure development, testing and deployment
- Data migration and data management
- Highly organised, strong attention to detail and the ability to work in a pressurised environment with competing demands
- Excellent use of the Microsoft Office suite of tools, including MS Project
- Business process mapping and implementation

Desirable

- Experience in local government

Additional information

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.



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