

## Job Description

<b>Post:</b>	Trust Technical Project Manager
<b>Pay Scale:</b>	Grade 8 SCP 30-36
<b>Responsible to:</b>	Head of IT
<b>Main Location:</b>	STOC Central Office with travel to other sites

## Main Duties

- **Project Management:** Lead end-to-end project management for IT platform integration, including requirements gathering, project planning, and execution for systems such as HR, compliance, and estates management.
- **Market Evaluation:** Research and evaluate potential solutions in collaboration with stakeholders to ensure platforms meet current and future needs.
- **Implementation & Integration:** Drive implementation, configuration, and rollout, ensuring systems conform to the Trust's integration standards and security requirements.
- **Stakeholder Engagement:** Act as the primary contact for project stakeholders, facilitating requirements gathering, regular updates, and decision-making.
- **Vendor Management:** Collaborate with third-party vendors to manage project timelines, budgets, deliverables, and integration with existing systems.
- **Risk Management:** Identify, assess, and mitigate risks throughout each project, ensuring proactive problem-solving and adaptability.
- **Documentation & Reporting:** Develop and maintain project documentation, including timelines, deliverables, and budget tracking, and provide regular reports to senior leadership.
- **Continuous Improvement:** Identify opportunities to enhance integration processes, methodologies, and tools to support the Trust's growing needs.
- **General Project Management:** Carry out general project management tasks as and when required by the organisation.
- **Experience:** Proven experience as a Project Manager, ideally within IT, education, or multi-site organizations. Experience in managing projects from initial evaluation through implementation is essential.
- **Stakeholder Engagement:** Excellent interpersonal and communication skills, with the ability to collaborate with both technical and non-technical stakeholders at all levels.

## Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

### General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application</b>		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
Certified Associate in Project Management (CAPM)	D	A/I
Bachelor's degree in IT, Business, Project Management, or a related field	E	A/I
A PMP, PRINCE2, or equivalent project management certification	D	A/I
<b>Knowledge &amp; Experience</b>		
Proven experience as a Project Manager or similar role	E	A/I
Proven knowledge of common project management methodologies	D	A/I
E A/I Experience using project management toolsets such as MS Project, Planner, Excel, Trello, Asana, Jira	E	A/I
Experience creating and working with PMO artifacts including Planners, Gantt charts, risk registers, RAID logs.	E	A/I
Educational Sector Experience: Prior experience working in or with the education sector.	D	A/I
<b>Technical Skills &amp; Ability</b>		
Familiarity with IT platforms and systems in areas such as HR, compliance, health and safety, and estates management, and knowledge of IT integration principles and data management.	E	A/I
Strong experience with project management methodologies (e.g., Agile, Waterfall) and tools (e.g., Microsoft Project, Trello, or equivalent).	E	A/I
Ability to evaluate and select software solutions that align with the Trust's IT architecture and integration goals.	E	A/I
Strong organisational and problem-solving abilities, with a proactive approach to managing and mitigating project risks.	E	A/I
<b>Special working conditions</b>		
Full driving licence and access to own car with business insurance	E	A/I/C
Willingness and ability to work at different sites	E	I
<b>Personal characteristics</b>		

Strong organisational and multitasking skills with meticulous attention to detail.	E	A/I
Excellent communication and interpersonal skills.	E	A/I
Ability to work collaboratively in a fast-paced environment	E	A/I
To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all	E	A/I
Flexibility to adapt and manage projects in a dynamic, growing environment.	E	A/I
A genuine interest in contributing to the growth and success of our Multi-Academy Trust and its schools	E	A/I