



## JOB DESCRIPTION

**Job Title:** IT Project Manager

**Department:** IT Service Delivery

**Reporting to:** [Senior Project Manager](#)

**Staff Reporting:** N/a

**Location:** [enter location]

**Job Purpose:** To manage the delivery of complex multi disciplinary projects within agreed time and budget constraints. To work with users and Head office directorates as well as internal clients, to determine and manage effective solutions to facilitate the delivery of IT Service Delivery projects.

## RESPONSIBILITIES

1. Leading multidisciplinary projects within IT Service Delivery.
2. Estimating timelines, measuring risk and devising [mitigation strategies for identified risks](#).
3. Drawing up [project plans](#) that will support the delivery of the various IT projects being undertaken.
4. Maintaining project plans in [Microsoft Project](#); updating and tracking progress against the baseline and manage the timely delivery of the projects.
5. Undertaking project closure as per the IT project management approach.
6. Directing and [motivating the project team](#) as appropriate.
7. Managing expectations for the delivery of the project and escalating issues on deadlines as early as possible senior management to enable appropriate corrective action to be taken.
8. Bi-weekly status reporting



9. Meeting agreed deadlines and adhering to project time scales.
10. Keeping abreast of new and emerging technologies, and other developments in the current area of work.
11. [Release Management](#) within IT; understanding dependencies between different releases and liaising with other [project managers](#) to facilitate resolution where conflicts occur
12. Facilitating the management of the portfolio of IT projects. This includes identifying dependencies between projects, particularly in respect of resources, and the reporting of programme level issues and risks.
13. Working with the [Project Management Office](#) to facilitate process improvements to Project Management.
14. Where necessary, liaising with third party suppliers to ensure successful delivery of external products

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