

Role Specification

Title:	Assistant Manager/Project Manager IT Development
Grade:	07
Unit:	Construction, Quality and Green Skills Unit
Reporting to:	Unit Manager
Ref:	383

Role Summary

The Project Manager will lead a team of colleagues and contracted specialists in the implementation and continued maintenance and support of the SOLAS National Construction Database System and the alternative Safe Pass IT systems and supports for self-directed learning.

Key Tasks/Responsibilities

- Establish and agree with the Manager the annual work plans and budgets for the Unit.
- Assist with the year end finance reconciliation and annual DGOU submission.
- Plan, monitor and control the development, implementation, and maintenance of the NCSD and IT initiatives for the business unit.
- Develop User Guides for the NCSD and carry out ongoing reviews in line with the units QA policies.
- Participate on Working Groups / Steering Groups as required.
- Ensure that the activities are properly coordinated and balanced to meet the needs of the Unit and the organisation.
- Ensure that the reputation of the organisation is properly protected. Demonstrate the highest level of integrity in all areas of work and interactions with internal and external stakeholders.
- Ensure as appropriate suitable liaison exists with other relevant agencies, bodies, organisations and other stakeholders.
- Have a proven record in the development and maintenance of IT systems and databases.
- Foster the development of communication and teamwork and encourage two-way communication and effective teamwork at all levels of the organisation.
- Support a positive working environment and the health, safety and wellbeing of colleagues.
- Ensure the Performance and Development Process is implemented and maintained.
- Build professional relationships with internal and external stakeholders.
- Act as the single voice of the Construction Services unit in collaboration with the IT & Digital team to guide all stages of software development.
- Understand Construction Services Unit business and end-user needs; identify and prioritise features to be delivered to meet those needs.
- Work with business and technical stakeholders to develop and document product development.

- Participate in project planning to determine the team's objectives for upcoming development.
- Develop requirements and specification documents for new projects and log bugs and changes for existing systems.
- Prioritise and maintain features to be developed.
- Work with the development team to create acceptance criteria and definitions of failures/success.
- Assist the team on the development of feature tests, test cases, and regression tests.
- Train and demo new features to the business unit and explain the rationale of approach and value delivered.
- Set expectations with business stakeholders for delivery of new capabilities, features, and functionalities.
- Other duties appropriate to this role that may be assigned from time to time.

Requirements:

Essential:

- Ability to learn and understand complex business problems and identify and interpret business needs.
- Ability to understand, map and suggest changes to the business processes and IT systems to streamline and improve them.
- Demonstrates facilitation and influencing skills to drive decision making among stakeholders with diverse perspectives and priorities.
- Demonstrates ability to communicate complex technical information in a condensed manner to various stakeholders verbally and in writing.
- Strong problem solving and analytical skills.
- Excellent digital and numerical modelling, written, verbal, communication and presentation skills.
- Excellent report writing skills, planning and modelling skills.
- Ability to interact and network with a diverse range of stakeholders.
- Experience of development of systems / processes.
- Capable of actively gathering views, opinions and ideas from within the Unit, the wider organisation and the external environment to positively impact on service delivery.
- Experience of Microsoft Suite, (Word, Access, Excel and PowerPoint).
- Relevant work experience.

Desirable:

- Level 8 project management qualification.
- Proven track record for stakeholder engagement.
- Qualification in project planning/ quality auditing.
- Knowledge / Experience in further education sector / monitoring.
- Good knowledge of SOLAS IT systems and or ability to source such knowledge quickly.
- Good knowledge of Safe Pass/CSCS/QSCS or ability to source such knowledge quickly.
- Experience in planning, leading organising and controlling.
- Knowledge of agile development methodologies