

Job Description



Job title: Implementation Project Manager
Reports to: Head of IT Programmes
Location: Leigh Academies Trust

Job purpose

IT Services is looking to expand its projects team and is looking for an Implementation Project Manager. In this role you will be responsible for delivering assigned projects within the IT Services programme. You will be applying good project management practices gained from proven experience of delivering projects with multiple stakeholders.

Key Responsibilities

We are looking for someone who can

- Define project deliverables, in consultation with Head of Programme;
- Establish good working relationships with all stakeholders in order to meet project objectives;
- Define project tasks and assign resources to deliver;
- Identify and manage project variations;
- Oversee the delivery management of multiple projects from inception to completion
- Develop and manage project plans using Smartsheet project management software;
- Communication management
 - Manage communication around project deliverables to stakeholders in academies, LAT executive, IT services as appropriate
 - Interacting with suppliers.
- Manage expenditure as defined by Head of Programme
- Ensure correct and effective project governance is applied;
- Produce relevant project documentation;
- Help with identifying and tracking project risks and issues;
- Reporting to Head of Programme

Person Specification

- Organised;
- Attention to detail and accuracy;
- Able to respond proactively to daily issues in a timely manner;
- Comfortable working both individually and as part of a team;
- Comfortable with communicating with people at all levels of seniority, face to face and virtually ;

Technical and Business Skills

- Proven experience in a project delivery role
- Excellent communication skills;
- Excellent time management skills;
- Understanding of IT Infrastructure desirable
- Experience working within the education sector is a plus
- Good knowledge of spreadsheets

- Google or Microsoft office experience particularly spreadsheets.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.