

## Job Description

### Job Title: Project Manager

#### **About SLC**

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK.

#### **Company Mission**

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

#### **Company Vision**

Our vision is to be valued as a digital, customer-focused, centre of excellence.

#### **Job Details**

**Overview of department:** The Project Manager role sits within the Change & Programmes Directorate at SLC.

**Grade:** G5

**Reporting to:** Programme Manager

**Budget Responsibility:** Project Budget

**Line Management Responsibility:** Day to day management of project resources in a matrix environment. May have some line management of Project Management Analysts.

**Job Purpose:** Reporting to one of SLC's Programme Managers, the project manager will deliver a number of IT enabled business change and digital delivery projects.

#### **Key responsibilities:**

Successfully delivering quality projects -

- Lead cross functional teams in the the timely delivery of allocated projects, ensuring agreed objectives are achieved within the agreed budget
- Plan all work, detailing key milestones, dependencies and critical path activities
- Monit and track delivery, report progress and ensure the project remains on track through the proactive management of risks issues, escalating to the programme or portfolio level where necessary
- Ensure that benefits and performance targets of the project activities are identified, measured and monitored
- Ensure that any changes impacting project delivery are tracked through controlled change process
- Adhere to project management standards, methodologies and practices via the Programme Manager and the Corporate PMO

**Develop and manage stakeholder relationships -**

- Ensure regular dialogue with all project suppliers and stakeholders to promote problem solving, team working and risk-sharing.
- Where they exist, manage third party contributions to projects as appropriate.
- Report on project progress through agreed reporting lines, at agreed intervals, via highlight reports and portfolio/programme/project board when necessary.

**Adding value to the team –**

- Play an active role within a recognised 'centre of excellence' in all aspects of and project management
- Use your experience and lessons learned to contribute to the development of the wider team and when needed seek the advice and guidance of the team on challenges being experienced

**Key Outputs:**

Standard project management artefacts and reporting in line with SLC's framework and requirement of the project (e.g. Business Case, PID, Plans, Burn Up Charts, ARIAD, Board Material etc.)

**Knowledge, Skills and Experience:**

- Degree preferred
- Prince 2 qualified with a proven track record of applying project management methodologies and practices in a sometimes complex ICT/business project delivery environment
- Experience of leading work in an agile delivery environment with multi-discipline teams
- Experience of delivering project solutions that are heavily based on the delivery of new ICT systems and processes
- Has the ability to build relationships by communicating, influencing and negotiating effectively at all levels with technical and business teams, project stakeholders and sponsors
- Ability to broker and communicate resolutions for areas of project contention
- Experience of effectively managing and controlling project budgets as part of normal PM duties
- Excellent written/verbal communication and presentation skills with experience of reporting to a senior audience
- Ability to report complex data, distilling down into succinct and powerful documents
- Track record of good time-management, with ability to deliver to deadlines
- Focus on continuous improvement and developing working practices, for self and others
- Self-motivated and highly organised with acute attention to detail
- Uses initiative to resolve issues and is confident in ability to make decisions
- Strong MS Office suite knowledge, including Excel, PowerPoint and MS Project
- Coaching and mentoring skills an advantage