



Post: Information Systems Project Manager
Reference: 9098
Band: Senior Advisory
Department: Information Systems
Contract: Permanent
Hours: Full-time
Reporting to: Information Systems Development Manager
Responsible for: Project teams and external staff within the context of projects
Location: Millbank, London

Background

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16th century to the present day, and of international modern and contemporary art.

The Information Systems (IS) Department delivers systems and information management services to over 800 Gallery staff on five sites, as well as supporting our website at www.tate.org.uk. We are looking for an IS Project Manager to lead the delivery of application development projects that are critical to the success of Tate.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

This position will plan and manage projects within the Information Systems department to deliver agreed project outcomes to schedule and budget. They will also help to enhance the capacity of Tate staff to plan and manage projects efficiently and effectively. Through the successful planning and delivery of projects, the IS Project Manager will contribute to an ongoing programme of recovering maximum benefit from project investment.

Main Activities/Responsibilities

Project Management

- To work with key stakeholders to define IS projects based on an understanding of business requirements and to identify project objectives that will deliver benefits.
- To manage IS procurement processes.
- To manage the relationship with external and internal suppliers
- To prepare and maintain project documentation including Project Initiation Documents and Project Plans.
- To prepare and maintain project budgets.
- To manage, support and motivate project teams.

- To provide IS expertise in the planning, testing and rollout of system developments.
- To maintain an active communication plan and report on project progress regularly through established project review bodies.
- To work flexibly and support the IS team on ad hoc project work.

Analysis

- To analyse Gallery users' information system requirements by interviewing users and applying knowledge of the Gallery's systems.
- To carry out risk analysis for projects by identifying and assessing factors that may jeopardize success and by defining preventive measures to reduce the probability of these factors from occurring.
- To produce clear and accurate documentation

Person Specification

Essential

- Proven experience of project management of IS development projects from scoping to implementation
- Excellent planning and organisation skills
- Highly effective time management and organisational skills - able to remain calm and focussed while working under pressure, prioritise activities and use available resources to ensure tasks and projects are completed to externally fixed deadlines
- Excellent problem solving skills
- Ability to manage staff of all levels in project context, including external suppliers and the occasional need to manage staff at higher level within the organisation
- Highly effective and confident interpersonal and influencing skills - able to manage upwards, inspire confidence, and develop effective working relationships internally and externally at all levels
- Experience of budget management
- Excellent communication skills, both verbal and written
- Excellent team management skills, supporting others to deliver to demanding deadlines against competing priorities

Desirable

- Prince 2 practitioner qualification or experience working with a recognised methodology
- Proficient user of Microsoft Project
- Previous experience of working in museum environment
- Familiarity with European Union public procurement processes

Pay and Benefits

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday

Salary

This post is graded in the Senior Advisory Band of Tate's Pay Bands which is as follows:

Minimum	+1	+2	+3	+4	+5	Target	Uncapped
£26,400	£27,000	£28,000	£29,000	£30,000	£31,125	£32,250	Uncapped

An appointment to this post will be made up to £30,000 per annum dependent upon the skills and experience of the successful applicant.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service.

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements offer a choice of two types of pension:

- **nuvos.** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.
- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts in the Tate Restaurants and Cafes and on items purchased in the Tate Bookshops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Selection

Completed application forms should be returned to:

**Human Resources Department
Tate
Millbank
London SW1P 4RG**

Fax: 0871 5941785

In view of the increasing postal costs and our constant need to make the best possible use of our resources it is our policy to write only to those people who are invited for interview. I am sure that you will appreciate the need for this. If you would like confirmation of receipt of your application please enclose a stamped addressed postcard. If you do not receive an invitation to interview by 30 November 2009 regrettably, you should assume that you have not been successful on this occasion.

The closing date for the return of completed application forms is **Thursday, 12 November 2009 at 5pm.**

Our jobs are like our galleries, open to all.