

Job Description for Library Operations Project Manager (110142)

Job Title	Library Operations Project Manager
Department	Library (IDG)
Grade	7

Job purpose (a brief summary of the role)	To provide a high level of effective project management support (including a focus on Health and Safety and sustainability), to the Library and Archives service offer to ensure that projects are successfully delivered on time, within budget and in accordance with relevant regulations. This role requires both robust project management and oversight, helping to create a project management culture across the wider Library teams, deploying tested tools and methods, and the strategic planning, involving multiple stakeholders, particularly the professional services. This is a varied role, blending a commitment to delivering a high-quality service for students and customers through cooperation and coordination with other teams. There is an additional focus on Health and Safety aspects, working with University colleagues, ensuring good Health & Safety practice is adopted throughout the Library service, facilities, and accommodation. They will also support the work of the Estates team to champion the Library's sustainability goals to embed environmental and operational sustainability in our physical and digital environments and work with others to understand and reduce our carbon footprint.
Duties and responsibilities	Project Management • Provide project management support for individual projects or a portfolio of projects, to ensure that they achieve their objectives, communicate the findings and operate within budget and resource constraints, including the provision of monitoring and reporting of activities to all stakeholders and to ensure overall successful delivery. • Manage all aspects of the assigned project/s, participating in committees, tender assessment groups etc. as required. • Collate information/produce reports on project activities as required • Provide support for the design, conduct, publication and presentation of the research and play a key role in the preparation and timely completion of progress reports • To establish and maintain a project management system and to report on impact/continuous improvements as a result of project/s implementation. • To take into consideration any environmental, accessibility or safety issues regarding the projects managed, implementing and manage project risk reporting and mitigation processes. • Assist in the training of project management techniques and support staff and team members based in the Library and Archives as required. • To work closely and in a matrix management with other Library managers, IDG colleagues and teams in the delivery of project work, leading on specific projects to develop customer service excellence across the Library service. • To work with the Library Learning Spaces Operations Officer to project manage space redeployment and refurbishment projects, acquiring furniture and equipment (including Library owned IT equipment) for public and staff workspaces for all Library sites and facilities, liaising with outside contractors and Estates personnel as appropriate.

Sustainability Responsibilities

- To champion sustainability within the Library service context and to embed environmental and operational sustainability in our physical and digital environments.
- To work with Estates colleagues to understand and support our sustainable development goals in line with our key performance indicators
- To join and implement the Green Libraries Manifesto, helping to bring sustainability and environmental thinking to decision making within the Library service

Health and Safety responsibilities

- To ensure any Health and safety related aspects are considered during projects managed are appropriate and support delivery of Library services and operations and comply with required legislation.

Senior Management Team Representation

- To contribute to strategic direction and operational decision making as a member of the Library's Senior Management Team

Other Duties

- To analyse and present data and management information relating to Library buildings/ facilities/services/systems, for performance management purposes and/or to inform decision making.
- To undertake continuous personal and professional development. To maintain awareness of developments in the wider environment and develop new skills to work imaginatively to improve Library services for the Warwick community.

As required, to undertake any other duties commensurate with the post.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Good first degree and/or relevant experience.	A & C
E2	Recent relevant experience ideally in a service environment or HE sector (involving building/office management, customer service, with responsibility for general health & safety).	A,C & D
E3	Recent project management experience and/or ability to take responsibility for organising larger projects/work areas.	A,C & D
E4	Strong interpersonal skills, including the ability to build positive professional relationships with staff at all levels, students and external contacts.	A,C & D
E5	Excellent planning and organisational skills, ability to manage multiple strands of work simultaneously, and prioritise under pressure.	A & C
E6	A self-starter, taking the initiative to address complex problems with a creative and positive mindset.	A & C
E7	Knowledge of project management processes and tools, with a strong ability to apply these methodically.	A,C & D
E8	Thorough knowledge and understanding of health and safety legislation and the importance of a safety culture.	A,C & D
E9	Ability to use a broad range of IT systems (Microsoft Office) and applications to support project management, communication, information sharing and data dissemination.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	A certificate/award in the management of Health & Safety (e.g. NEBOSH or IOSH).	A & C