

Role and person profile

Post title:	Nexus Transition Test and Pilots Project Manager	Location:	Manchester
Division:	BSG	Department:	Change
Responsible to:	Head of Test	Responsible for:	Test Analysts
Post No:	XXXX		
Scale:	Scale 8		

Section 1 – Accountabilities

Main role purpose

To oversee the delivery of the Nexus transition programme’s test and non-live pilot activity.

The Nexus programme is a major IT-enabled transformation programme to implement a new operational system that will be used by approximately 1500 employees and 35k external users, along with an external authentication product, and the design and delivery of an associated IT support model.

The role of the Nexus Transition Test and Pilots Project Manager is to work with the Test, Delivery, Operations and Support teams to ensure that all Nexus transition test activities (user testing, non-live pilots and dress rehearsal) are planned, resourced and delivered to time and quality. To track and report test delivery and progress. To identify and manage dependencies, risks and issues. To hold all team members to account for their areas of delivery.

Key accountabilities

1. Work with the Head of Test and relevant programme delivery teams to refine existing test strategies and approaches for the Nexus Transition Test Plan.
2. Develop, maintain and track progress of the Nexus Transition Test Plan, ensuring key milestones, activities, risks, issues and dependencies are identified and communicated to key stakeholders and governance forums.
3. Work with the Test, Delivery, Operations and Support teams to ensure all activities within the Nexus Transition Test Plan are delivered to time and quality, and within the Nexus transition budget.
4. Work with the IT and Operations leadership teams to continually define resource needs, and monitor the appropriate provision of those resources to the Nexus programme.
5. Lead the day to day activities and reporting for the non-live pilots and dress rehearsal.

6. Prepare regular RAG status reports and other reporting mechanisms as required for various stakeholders.
7. Deliver regular updates to all key stakeholders.
8. Participate in the strategic development of the AQA Business Transition team.

Complexity/decision making

Required to analyse complex situations and issues, and manage multiple inter-dependent delivery activities. Work in a matrix-managed environment with competing needs and drivers.

Section 2 – Key relationships

Key internal relationships:

- Head of Business Transition
- Head of Test
- Nexus test team
- Nexus delivery teams
- IT leadership and management teams
- Operations leadership and management teams.

Key external relationships:

- External specialists and consultants
- Third party suppliers.

Section 3 – Person profile

Knowledge	Assessment
Excellent understanding of the typical IT-enabled transformation programme environment	A/I/P
Excellent understanding of project methodologies and tools	A/I/P
Excellent understanding of test methodologies and tools	A/I/P
Qualification	
Desirable – degree level or equivalent experience	A
Desirable – project management qualification or equivalent experience	A/I
Desirable – test qualification or equivalent experience	A/I
Skills	
Strong people management skills with the ability to inspire and motivate team members and other colleagues to meet deliverables and adhere to agreed processes and ways of working	I/P
Ability to work effectively across all levels of the organisation, leading by example to develop and maintain effective working relationships with a range of partners and stakeholders	I/P
Excellent communication skills including the ability to work collaboratively, negotiate, influence and provide constructive challenge	I/P

Able to solve problems and unblock challenges that may hinder progress	I/P
Assertive and resilient to be able to challenge project members and stakeholders when they are not delivering on their accountabilities	I/P
Data savvy and able to analyse, interpret and report back complex information in a meaningful way	I/P
Ability to resolve problems and adapt to change in a fast-moving environment	I/P
Regularly displays courage and calmness under pressure; and actively encourages others to do the same	I/P
Experience	
Experience of working on IT-enabled transformation programmes	A/I/P
Experience of delivering test and pilot activities for COTS and bespoke software packages	A/I/P
Experience of matrix-managing complex teams in time-critical environments	A/I/P
AQA's Behaviour Framework which is assessed through the selection/probation process	
Assessment key (criteria to be assessed at the selection stage)	
A – application (it is essential to provide evidence on application for shortlisting purposes)	
I - interview	T – test (or work sample)
	P – probation