

Role and person profile

Post title:	Project Manager – G4/QPPOP	Location:	Manchester
Business Area:	Qualifications and Markets	Department:	Product Fulfilment
Reports to:	Head of QPPOP	Responsible for:	
Scale:	7	Permanent/FTC/Temp:	FTC
Post no:	4460		

Section 1 – Accountabilities

Main role purpose:

Will support the Head of Question Paper Production Programme (QPPOP) and Head of G4 Delivery in the delivery of programme activity related to G4/QPPOP. These are complex and challenging programmes to deliver a number of inter-related pilots and projects, to achieve measurable improvements within the end to end question paper production process and compliance with revised Ofqual conditions. Extensive experience of project management within both technology and business change programmes is essential. Close collaboration with a wide range of business teams, stakeholders and senior associates will be essential to communicate activity and to ensure successful, sustainable delivery.

Delivering exceptional service and value for money ensure that projects meet time, cost and quality requirements whilst managing stakeholder expectations.

See strategy if required <http://thehub.aqa.org.uk/About/2020-strategy>

Key result areas:	Outcomes:
Customer (external or internal) Being trusted and reliable in assessment design and delivery	Work with colleagues in AQA to ensure that project plans are in line with wider capacity plans and resources are available to meet needs.
	Maintain outstanding working relationships with project and portfolio governance groups and key stakeholders, communicating appropriately to ensure a clear understanding of project progress at all times.
	Demonstrate commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
Cash (finances) Ensuring sound financial management and a robust asset base	Support the use of data and analysis to ensure that decisions represent value for money.
	Support the evaluation and cost analysis of projects and oversee the completion of cost benefit analysis and wider business impact assessment.
Product and internal	Deliver key products such as plans, risk logs, progress reports, and communications management in a way that facilitates understanding and

processes Delivering quality products and outcomes – as recognised by the customer	decision making.
	Plan effectively across the whole project lifecycle – with a clear project critical path.
	Ensures AQA is safe and legally compliant by applying AQA’s policies and other legislative requirements including but not limited to HSE, Equal Opportunities and ISMS.
People and culture Ensuring we have great people achieving their potential	Continuously seek to enhance performance in line with business objectives.
	Develop excellent working relationships with colleagues and teams across AQA.
	Develop a clear understanding of customer requirements and work with stakeholders to ensure that project outputs and outcomes are clearly understood and articulated with all tasks prioritised.
Technology Delivering demonstrably secure, reliable, agile and cost-effective systems	Define, apply and maintain a proportionate project management methodology.
	Engage effectively with BSG colleagues and suppliers to ensure plans are aligned.

Section 2 – Key relationships and performance

Key internal relationships:

- Internal departments
- Colleagues
- Departmental managers
- Business managers and teams

Key external relationships:

- Senior associates

Key performance indicators:

- Delivery of actions in line with the agreed project timescales
- Evaluation of measures of successful delivery

Section 3 – Person profile

Knowledge	Assessment
A broad knowledge of the education system and AQA’s activities	I
An excellent understanding of project methodologies	A/I/P
Commercial awareness, budget setting.	A/I/P
Qualification	
High level of general qualifications	A

PRINCE2 accredited or similar relevant qualification is desirable	A
Skills	
Demonstrate effective use different project management methodologies	A/I
Ability to proportionately apply PPM tools to projects as appropriate	A/I/P
Ability to resolve problems and adapt to change	A/I/P
Influencing and collaboration	I/P
Ability to work effectively across all levels of the organisation	I/P
Analytical skills at different levels of abstraction, problem solving	A/I/P
Ability to identify and articulate project milestones	I/P
Ability to translate a vision into achievable goals and provide clear direction to achieve organisational objectives	I/P
Ability to develop sound business cases and benefit plans	I/P
Ability to lead by example to develop and maintain effective working relationships with a range of partners, delivery teams and stakeholders	I/P
Experience	
Demonstrable experience of leading projects to a successful conclusion and achieving business and personal goals.	A/I
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