novatia

Job Description

Technical Project Manager

Novatia supports our customers' success through our high-quality IT advice and solutions. We are looking for a Technical Project Manager to join the team to deliver the technical excellence of our services and projects.

Novatia is known for taking our passion, knowledge and experience of IT to make a real difference to education clients and construction partners who build in the education, healthcare, custodial and commercial sectors.

Job Title	Technical Project Manager
Location	Home based by arrangement with travel to client sites
Hours	Full Time, Monday to Friday
Start Date	ASAP
Salary Range	£35k+ per annum depending on experience

Job Description

Role Summary

The role will suit someone with the experience of designing technology infrastructure and managing technology projects, with an enthusiasm and a desire to develop and grow their technical and project management skills in a wide range of environments.

The core aspects of the role are:

- Developing technical designs across each of Novatia's services, including IT design to construction partners and IT consultancy to public sector organisations

- Managing the implementation of technical projects for Novatia clients in existing facilities and building sites

Key Duties and Responsibilities

- Delivery of technical design and technical project management to meet client expectations and Novatia's stringent quality standards

- Producing technical documentation using standard Novatia models

- Supporting the Technical Lead to ensure technical suitability of IT designs for all projects and providing technical guidance to Novatia colleagues

- Installation of active network equipment with access to third-line support

- Carrying out technical audits of existing client systems and solutions

- Other duties as might reasonably be required

Person Specification

Experience		
ESSENTIAL At least 3 years' experience as an IT/Network Manager and/or Technical Project Manager or similar role	**PREFERRED** Familiarity performing network design and/or support, ideally in an education setting	**PREFERRED** IT project management experience, working in school and/or construction environments
Qualifications and Technical Skills		
ESSENTIAL Qualified to degree level or equivalent experience	**PREFERRED** Technical qualifications e.g. Cisco (Meraki, Catalyst); HP; Microsoft; Google, or willing to undertake qualifications e.g. Cisco CCNA	**PREFERRED** PRINCE2 or equivalent, or willing to undertake PRINCE2
ESSENTIAL IT design or support skills in Network Infrastructure - passive and active OR technical project management skills with a desire to develop technical skills	**PREFERRED** IT design skills in additional systems such as, server and cloud services, end-user devices, audio-visual solutions, and/or cyber security	**ESSENTIAL** Enhanced DBS check due to works undertaken in schools, willing to complete construction-related H&S qualifications for working on building sites, e.g. CSCS, SSSTS

Additional Personal Qualities
Align to our core values of excellence, respect, integrity, collaboration and creativity
Excellent oral and written communication skills.
Numeracy skills to support and monitor project budgets
Organised with a positive attitude to work
Desire to learn and develop in the role

Applicants must have a full, valid UK driving license and access to a vehicle. Travel and overnight stays are expected for this role.

Applicants must have right to work in the UK. Applicants must undergo a successful DBS Enhanced check to be eligible for employment in this role.

To apply, please send your CV and a covering letter outlining your suitability for the role to leah.burton@novatia.com.

Technical Project Manager - SFIA Competencies

We use the SFIA framework to define the skills required for the role and to identify skills to support your career development within the organisation.

The role aligns to Level 3 SFIA levels of responsibility with the following key attributes:

Level 3 Attributes		
AUTONOMY Works under general direction to complete assigned tasks. Receives guidance and has work reviewed at agreed milestones. When required, delegates routine tasks to others within own team.	**KNOWLEDGE** Applies knowledge of a range of IT design and project management practices to complete tasks to defined Novatia standards and has an appreciation of how this knowledge applies to the wider business context.	**COMPLEXITY** Performs a range of work, sometimes complex and non-routine, in varied environments, e.g. schools, building sites. Manage relationships across a range of client and project stakeholders
INFLUENCE Works with and influences team decisions. Manages relationships with external project teams with proactivity and a customer-focus.	**DECISION-MAKING** Uses discretion in identifying and responding to complex issues related to own assignments. Determines when issues should be escalated to a higher level.	**PROBLEM-SOLVING** Applies a methodical approach to investigate and evaluate technical and implementation options to resolve routine and moderately complex issues.
COMMUNICATION Communicates with team and stakeholders inside and outside the organisation, clearly explaining and presenting information. Contributes to a range of work-related conversations and listens to others to gain an understanding and asks probing questions relevant to their role.	**COLLABORATION** Understands and collaborates on the analysis of user/customer needs whilst interfacing with other designers, e.g. M&E, FF&E, Architects. Reflect understanding through integrated, compliant, fit for purpose designs.	**ADAPTABILITY** Adapts and is responsive to change and shows initiative in adopting new methods or technologies. Adjusts communication style as necessary to support the approaches to varying project stakeholders (e.g. partner, client, end user)
CREATIVITY Applies and contributes to creative thinking techniques to contribute new ideas for their own work and for team activities.	**IMPROVEMENT MINDSET** Identifies and implements improvements in own work. Contributes to team-level process enhancements.	**PLANNING** Organises and keeps track of own work (and sub-contractors' work) to meet agreed timescales and client deadlines. Engages with other trades to manage dependencies.
LEARNING & DEVELOPMENT Absorbs and applies new information effectively with the ability to share learnings with colleagues. Takes the initiative in identifying and negotiating their own appropriate development opportunities.	**DIGITAL MINDSET** Explores and applies relevant digital tools and skills for their role, e.g. WiFi heatmap tool. Understands and effectively applies appropriate methods, tools, applications and processes.	**SECURITY, PRIVACY and ETHICS** Continually develop awareness, maintain and apply appropriate knowledge, working practices, standards and guidelines to ensure our business and our clients are safe, secure, protected and comply with regulations.