**P6: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of expertise.
* Set goals and objectives for team members to meet project initiatives and standards.
* Distribute project work.
* Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by departmental policy and procedures.
* Incumbents understand the smallest details of an assigned area.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments, including the oversight of project staff.
* Has the latitude to make daily operational project decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
* Variables affecting the problem are generally known.

*🡪 Course of Resolution*

* Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

*🡪 Measure of Creativity*

* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

**SCOPE AND MEASURABLE EFFECT**

* Serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education.
* Actions regularly affect a department or an office-centric outcome with departmental impact.
* Actions generally have a direct impact on controlling such things as nature of work and scope of services.
* Actions may have high-risk financial, compliance, political or safety implications.
* Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Provides domain competency, technical support, and project management in software development. Confers with technical leadership in research, evaluation, and identification of technology solutions.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under general supervision of a manager or Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Supervises project staff, including setting tasks, priorities, and deadlines.
* Works with cross-disciplinary team to manage and oversee all aspects of project implementation.
* Manages project risks, issues, escalation, and facilitates decision making.
* Oversees project budget and reconciles projects financial forecast throughout the life of the project.
* Facilitates and maintains project governance.
* Works with technical leads to ensure all technology deliverables are managed and executed within the scope of the project.
* Ensures the project requirements of the functional teams are addressed.
* Conducts project and system roadshows, town halls, and trainings in support of change management activities.
* Maintains an open dialog with users, responding to inquiries and collaborating with constituents.
* Supports the development of plans and processes that minimize risk to services or systems.
* Supports the confidentiality, integrity, and availability of University information as part of the overall University Information Security Program.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree
* Five to ten years of Information Technology (IT) Project management experience managing large-scale projects.

**COMPETENCIES**

**Knowledge of:**

* Software development life cycle or equivalent project lifecycle processes
* Software systems and tools
* Change management
* Project management
* General Information Technology functions and capabilities
* EVMS
* SOW and contract management
* PMP certification

**Skill in:**

* Project planning, organization, and execution
* Managing large scale and complex projects
* Supervisor experience
* Leading and facilitating cross-disciplinary teams
* Process mapping and process improvement
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving, and analysis

**Ability to:**

* Negotiate contract terms and conditions
* Present to large audience
* Communicate with senior management
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Prepare documentation as needed
* Maintain the confidentiality of information and professional boundaries