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| **JOB OVERVIEW** |
| **JOB TITLE** | **IT Project Manager**  |
| **HEADCOUNT REFERENCE NO** | **HURXXX** | **LOCATION** | **Gaydon, UK** |
| **ORG LEVEL 1** | **Finance** | **GRADE** | **9** |
| **ORG LEVEL 2** | **IT** | **STANDARD WORKING HOURS** | **On site 39hrs – Mon-Thurs 08:00 to 17:00, Fri 08:00 to 13:00** |
| **ORG LEVEL 3** | **N/A** | **REPORTS TO** | **Head of PMO** |
| **POSITION DETAILS** |
| **DEPARTMENT OVERVIEW** | IT plays a critical role at Aston Martin as a core business enabler, driving Enterprise Resource Planning (ERP), Customer Relationship Management (CRM) and Product Lifecycle Management (PLM) strategies and implementations as well as supporting the new era of digital, mobile and social media strategies. The IT function also plays a crucial role operationally, in providing IT support to all users within the business and continuously striving to provide effective and fit for purpose IT solutions to all users. As we develop and implement new systems and networks, now is a great time to be involved in IT projects, to ensure that Aston Martin’s IT systems and fundamental business procedures enable the business to maintain its competitive edge. |
| **JOB PURPOSE** | An IT Project Manager at Aston Martin will be responsible for leading, planning, and executing IT projects that support and drive the strategic objectives of the organisation. This role encompasses overseeing the full project lifecycle, from initiation through to completion, ensuring projects are delivered on time, within budget, and to the highest standards of quality. The IT Project Manager will act as a bridge between IT and business units, facilitating communication, managing stakeholder expectations, and ensuring the successful integration of technology solutions that enhance operational efficiency and innovation. |
| **KEY DUTIES AND RESPONSIBILITIES** | * Lead the planning and implementation of IT projects, defining project scope, goals, and deliverables in alignment with business objectives.
* Develop detailed project plans to track progress, utilizing appropriate verification techniques to manage changes in project scope, schedule, and costs.
* Coordinate internal resources and third parties/vendors for the flawless execution of projects.
* Ensure resource availability and allocation, managing both in-house IT staff and external contractors as necessary.
* Measure project performance using appropriate systems, tools, and techniques to analyse the success of the project.
* Manage the relationship with all stakeholders, effectively communicating project expectations to team members and stakeholders in a timely and clear fashion.
* Perform risk management to minimize project risks, identifying potential problems and devising contingency plans.
* Establish and maintain relationships with third parties/vendors, negotiating contracts and terms as necessary.
* Create and maintain comprehensive project documentation, ensuring all project documents are complete, current, and stored appropriately.
* Ensure strict adherence to budgetary guidelines, quality and safety standards.
* Conduct post-project evaluation and identify successful and unsuccessful project elements to foster continuous improvement.
* Stay abreast of the latest trends and technologies in IT project management to drive innovation and efficiency within the organization.
* Facilitate change management processes, ensuring smooth adoption of new technologies and systems across the organisation.
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| **MANAGEMENT BREADTH** | This position requires working with project teams throughout the business and the management of one’s own time and priorities is important but managing a significant array of technical and business stakeholders is vital. |
| **RELATIONSHIPS** | Relationships with stakeholders, at all levels and across the business.Relationship with Vendors, SI’s, service providers, and other external partners Ability to work with in-house and outsourced development teams in a multi-supplier environment  |
| **BUDGETARY ACCOUNTABILITY**  | Managing external budgets ~£1m |
| **PROBLEM SOLVING & ACCOUNTABILITY** | Accountable to the AML IT Leadership Team. Significant complex problem solving required.Early identification of potential problem areas with solutions presented to the Head of PMO  |
| **DISCLAIMER** | The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. |
| **EXPERIENCE & QUALIFICATIONS** |
| **ESSENTIAL EXPERIENCE**  | * Proven track record of successfully managing IT projects from initiation to completion, ideally within the automotive or manufacturing sectors.
* Demonstrable experience with project management methodologies and frameworks such as Agile, Scrum, PRINCE2, or PMP.
* Hands-on experience in managing projects involving enterprise software implementations, system integrations, and a wide variety of IT projects such as infrastructure, storage, third party implementations, data/BI solutions, hardware implementations & cybersecurity.
* Strong technical background with a comprehensive understanding of IT infrastructure, software development life cycles, and cloud technologies.
* Experience in stakeholder management, including effectively communicating with and managing expectations of senior executives, business unit leaders, and external partners.
* Proven ability to lead and motivate cross-functional teams, fostering collaboration and driving high performance.
* Skilled in risk management, with the ability to identify, assess, and mitigate potential risks to project success.
* Proficiency in using project management software and tools to plan, monitor, and report on project progress.
* Solid financial and budget management skills, with experience in managing project budgets and ensuring cost-effectiveness.
* Experience in contract negotiation and vendor management, including sourcing, selecting, and overseeing external contractors and suppliers.
* Strong problem-solving skills, with a track record of resolving complex technical and operational issues within projects.
* Commitment to continuous learning and improvement, with a willingness to stay updated on the latest project management trends and IT technologies.
* Excellent documentation skills, with experience in creating detailed project plans, reports, and post-implementation evaluations.
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| **PREFERRED EXPERIENCE**  | * Experience in the automotive industry, particularly with luxury or high-performance vehicle manufacturers, understanding their unique business and IT needs.
* Advanced project management certifications such as a Master's Certificate in Project Management, Certified ScrumMaster (CSM), or SAFe Agile Certification, in addition to PMP or PRINCE2.
* Experience with specific ERP, PLM, or MES platforms prevalent in the automotive sector, showcasing an ability to leverage these systems for business improvement.
* Demonstrated capability in leading digital transformation initiatives, showing a track record of driving innovation and change within established organizations.
* Background in IT strategy formulation and execution, indicating an ability to align IT projects with broader organizational goals and strategies.
* Experience in cybersecurity projects, ensuring the secure implementation of IT solutions in sensitive or highly regulated environments.
* Knowledge of data analytics and business intelligence projects, highlighting an ability to deliver data-driven insights to support decision-making.
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| **PREFERRED EDUCATION / QUALIFICATIONS** | * Bachelor’s or Master’s degree in Computer Science, Information Technology, Data Science, or related field.
* Advanced certifications in project management methodologies, highlighting expertise in leading complex projects.
* Strong understanding of data protection laws and regulations, such as GDPR, and experience ensuring data migration projects comply with these requirements.
* Knowledge of advanced data quality tools and methodologies, ensuring the integrity and accuracy of data post-migration.
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| **REQUIRED SKILLS / BEHAVIOURS** | * Project Management (PRMG) - Level 6: Assumes responsibility for complex projects, ensuring they are delivered to time, cost, and quality standards.
* Stakeholder Relationship Management (RLMT) - Level 5: Manages relationships with stakeholders to align their expectations and to deliver the agreed services.
* Risk Management (RISK) - Level 5: Identifies, assesses, and manages risks to ensure that they are mitigated and that the project's objectives are not adversely affected.
* Financial Management for IT (FMIT) - Level 5: Manages budgets, controlling costs, and investments to ensure the efficient use of financial resources.
* Supplier Relationship Management (SURE) - Level 5: Manages suppliers to ensure that their performance contributes positively to the project.
* Change Management (CHMG) - Level 5: Leads change projects, including developing change plans, managing change implementation, and evaluating the impact.
* Problem Management (PBMG) - Level 5: Ensures that problems are identified, classified, and prioritized within agreed processes.
* Quality Assurance (QUAS) - Level 5: Develops and maintains standards for the quality of IT projects and services.
* Learning and Development Management (ETMG) - Level 5: Ensures that individuals and teams have the appropriate skills and competencies.
* Systems Design (DESN) - Level 5: Recommends/designs structures and tools for systems that meet business needs.
* Software Development Lifecycle (SWLC) - Level 5: Applies and adapts software development lifecycle models based on the context of the work and selects appropriate approaches.
* Configuration Management (CFMG) - Level 5: Manages the process of identifying, documenting, and controlling changes to the project's environment.
* Technical Specialism (TECH) - Level 5 or 6: Provides detailed technical expertise in specific IT areas relevant to the project's focus.
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| **REVIEWED BY: NAME & TITLE** |   | **DATE APPROVED** |   |
| **DATE REVIEWED** |   |