

Praxis Care Job Description

Position, Title & Grade:	IT Project Manager (£36,113-£47,493)
Location:	Central Office, Belfast (Hybrid working)
Reporting to:	Digital Projects Manager
Function/Department:	IT

Job Purpose/Summary:

The IT Project Manager will be responsible for delivering a small number of Information Systems Projects under the guidance of the Digital Projects Manager.

They will be part of the newly formed Project Management Office working alongside other Project Manager/s and Digital Business Analyst/s to deliver new Information systems or reviewing existing Information Systems and Processes.

Their key responsibilities will be

1. Project Planning and Coordination
2. Business Case Development
3. User Requirements
4. Project Administration
5. Stakeholder Communication
6. Risk and Issue Management
7. Budget and Resource Tracking
8. Reporting and Governance

Key Accountabilities:

Project Planning & Coordination

- Develop project plans, timelines, and milestones.
- Maintain project schedules and track progress against deadlines.
- Coordinate project activities across IT teams, suppliers, and business stakeholders.
- Arrange and facilitate project meetings.

Business Case Development

- Define the business case for IT investment including cost savings, efficiency gains, improved reporting, and risk reduction in association with the Project Sponsor and Digital projects Manager.

User Requirements

- Manage Business Analyst/Process Analyst activities by identifying stakeholders, planning requirements approach and coordinating the engaging of users.
- Coordinate these activities into a User Requirements Documents.

Project Administration

- Maintain project documentation, logs, and records.
- Produce meeting minutes and track actions.
- Update project plans, RAID logs (Risks, Assumptions, Issues, Dependencies), and status reports.

Stakeholder Communication

- Provide regular updates to project sponsors and stakeholders.
- Act as a point of contact between technical teams and business users.
- Escalate issues and risks to the Digital Project Manager when required.

Risk & Issue Management

- Identify project risks and issues.
- Maintain risk and issue registers.
- Monitor mitigation actions.

Budget & Resource Tracking

- Assist with monitoring project costs.
- Track resource utilisation.
- Support procurement activities and supplier engagement.

Reporting & Governance

- Prepare project status reports.
- Track KPIs and project metrics.

Requirements of the Role:

- You will be required to participate in the company appraisal and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis expectations, regulations and policies

- To carry out additional duties of the role and all other required duties as and when necessary
- To work the necessary hours to fit the needs of the service

The above-mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

	Direct/Internal	Indirect/External
Budget	•	•
Staff	•	•
Liaison & Influence	• Organisational wide Information System Selections, Data and Process Improvements	• Supplier Project Management

Essential and Desirable Criteria:

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	Primary Degree in IT, Project Management or Business-related subject and 2+ years' experience in a Project Management role involved in the implementation of IT Systems. OR HND/BTEC level in IT, Project Management or Business-related subject and 3+ years' experience in a Project Management role involved in the implementation of IT Systems. OR 5+ years' experience in a Project Management role involved in the implementation of IT Systems.	Background within the charity, housing, or social care sectors. Experience of implementing: Workforce management systems, Care management systems, Housing / property systems Relevant IT or Project Management Qualifications

	Outline how you meet one of the above three essential education/experience criteria AND then demonstrate how you meet each one of the following 8 essential skills criteria in no more than 200 hundreds words each indicating which employer you undertook the role, for how long, what were the project/s and what was your role on those projects 1. Project Planning & Coordination 2. Business Case Development 3. User Requirements 4. Project Administration 5. Stakeholder Communication 6. Risk & Issue Management 7. Budget & Resource Tracking 8. Reporting & Governance	
Skills & Competencies	▪ Full valid driving license and access to own vehicle ▪ <i>(If a disability precludes an individual from holding a driver's license, it should be stated how they can meet the mobility requirement of the post)</i> ▪ Excellent planning and organisational skills, using all tools necessary to ensure the smooth running of Projects ▪ Ability to lead complex projects involving multiple stakeholders and cross-functional collaboration. ▪ Strong analytical and problem-solving ability. ▪ Ability to influence senior stakeholders and support organisational change. ▪ Team leadership including mentoring digital/IT teams	

Decision Making Authority	Recommendation Types and Levels
• Ability to make key medium to high level decisions within parameters already agreed on Projects • Can make decisions on people and budget activity within a pre-determined scope of operational plans	• Can recommend concepts, changes and timelines to Digital Project Manager/Head of IT/CFO/SLT/CEO/Other Staff