

Job Description

Basic Job Information

Job Title	IT Project Manager
Brand/Function	Information Technology
Department	Portfolio Delivery
Job Grade	D/D1
Location	Blakelands
Role Reports to	IT Portfolio Delivery Manager
Direct Reports	0
Budget Accountability	Yes – agreed annually with Director

Job Purpose

To lead the planning, execution, and successful delivery of infrastructure-related IT projects within the VWG UK IT Portfolio. The role ensures that projects are delivered to agreed timelines and budgets, and meet quality and compliance standards. Acting as a key liaison between technical teams, business stakeholders, and external partners, the Project Manager drives collaboration, mitigates risks, and ensures seamless integration of infrastructure changes into operational environments.

Key Areas of Responsibility

- Lead end-to-end delivery of infrastructure projects, ensuring they are completed on time, within budget, and to agreed quality standards.
- Engage with internal and external stakeholders including IT operations, architecture, security, and business units to ensure project alignment and effective communication.
- Develop detailed project plans, RAID logs, and reporting dashboards. Ensure adherence to governance frameworks and escalation protocols.
- Manage project resources, third-party vendors, and budgets. Track costs and forecast spend against project milestones.
- Proactively identify, assess, and mitigate risks and issues throughout the project lifecycle.
- Work closely with service transition and change management teams to ensure smooth handover to BAU operations.
- Contribute to the development of delivery methodologies and lessons learned to improve future project outcomes.
- Ensure all infrastructure change projects comply with internal governance, security policies, and regulatory requirements. Maintain accurate documentation and audit trails for all project activities.

Compliance Responsibility

The role ensures that projects are delivered to agreed timelines and budgets, and meet quality and compliance standards

Working Relationships

- Head of Portfolio Delivery
- IT Operations and Infrastructure Teams
- Architecture and Security Teams
- Business Stakeholders and End Users
- Third-party Vendors and Service Providers

Skills

- Planning – Strong planning and plan management skills.
- Agile and Waterfall Delivery – Ability to operate in hybrid environments and tailor delivery approaches.
- RAID Management – Skilled in identifying and managing Risks, Assumptions, Issues, and Dependencies.
- Budget & Forecasting – Competence in managing project budgets and financial reporting.
- Vendor Management – Experience in managing third-party suppliers and service contracts.
- Excellent written, verbal and presentation skills.
- Proactive and takes ownership for resolving issues.
- Ability to build effective stakeholder relationships.
- Team player.

Experience

- Strong understanding of IT infrastructure components (servers, storage, networking, cloud platforms).
- Excellent stakeholder engagement and communication skill.
- Strong analytical and problem-solving abilities.
- Proficiency in project management tools and methodologies (e.g., MS Project, Jira, Agile, PRINCE2)
- Proven experience delivering infrastructure projects (e.g., cloud migration, network refresh, server upgrades)
- Experience working within a structured project delivery framework (Agile, PRINCE2, PMP)
- Familiarity with ITIL processes and service transition principles
- Experience managing third-party vendors and contracts

Qualifications

- Numerate and educated to degree level or equivalent
- Prince 2 foundation or equivalent

Career Pathways

- IT Portfolio Manager
- IT Portfolio Delivery Manager

Version Control

Date	Version No.	Reviewed by	Comments/Action
October 2021	1	HR	
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on Life Online and therefore this document is uncontrolled if printed.			