



Head of Technology

RECRUITMENT INFORMATION PACK

THE **CHARTERED BODY** FOR THE
PROJECT PROFESSION

WELCOME



Dear applicant,

Thank you for your interest in the position of Head of Technology at APM.

The award-winning Association for Project Management (APM) is a registered educational charity with over 27,000 individual and 500 corporate partners making it the largest professional body of its kind in Europe.

In a world where financial uncertainty is the norm and billions of pounds are spent on projects and programmes by both Government and private industry APM has a significant role to play in increasing project outcomes helping to create economic growth, jobs and improving lives. Project failure is no longer acceptable, and you will have a key role in helping increase project success and show the value of a professional approach to projects whether it's by internally supporting APM to grow its value proposition or externally with individuals and organisations.

Our vision for the profession is ambitious, challenging and radical and reflects what society expects.

I am now seeking to bring new capability to APM by building a new leadership team who will bring new thinking and approaches to enable us to deliver our strategy.

This is not a role for someone seeking a life in a comfort zone – it will be challenging and there will be exciting hurdles to overcome. Equally this is an opportunity for an individual to make a tangible difference and leave their legacy on developing a critically important profession at a crucial stage in its development as it seeks to maximise the benefit of becoming a chartered body. The successful individual will come with proven leadership experience as well as proven expertise in the teams they will lead. They will be part of a new leadership team able to influence new ways of working setting the tone and culture of APM moving forward.

These are new roles within our organisation supported by very able and knowledgeable teams which offers an excellent and exciting opportunity to make your mark. If you feel you have the skills, experience and passion we are looking for we look forward to hearing from you.

As you read more about the APM and the role in this information pack, I hope that you feel you have the skills, experience and passion we are looking for and I look forward to hearing from you.

If you would like to have an informal conversation about this opportunity you can contact our advising consultants Peridot Partners; John Powley (M: 07753 249383 or E: john@peridotpartners.co.uk) or James Hunt (M: 07711 405 444 or E: james@peridotpartners.co.uk)

Debbie Dore

Chief Executive

Association for Project Management

ABOUT APM

The award-winning Association for Project Management (APM) is a registered educational charity with over 27,000 individual members and 500 corporate partners, making it the largest professional body of its kind in Europe. As the chartered body for the project profession we are committed to developing and promoting the value of project management to deliver improved project outcomes for societal benefit.

[Watch APM – the chartered body for the project profession video](#)

What we offer

There are a number of ways in which individuals and organisations can benefit from what we do, including:

- **Membership** – Professional membership for both individuals and organisations.
- **Qualifications** – Project management qualifications with accredited training courses for project professionals.
- **Chartered Project Professional (ChPP)** – A recognised benchmark for those who have achieved the highest level within the profession.
- **Publications** – A range of books, reports and guides.
- **Resources** – A suite of materials designed to help people become a project professional and develop their career.
- **Research** – An innovative research programme designed to advance project management thinking.
- **Events** – Project management subject-related events, excellence awards and conferences for project professionals.
- **Online learning** – An in-depth library of tools and resources to broaden knowledge and skills.
- **Apprenticeships and careers advice** – Assisting the development and growth of project management talent.

Our achievements

2018 was a landmark year for APM as we announced our first ever cohort of Chartered Project Professionals covering nearly 50 different sectors. By building on the number of those who achieve chartered status will continue to enhance the status of project management, raise standards and grow the influence the profession has in society. We continue to expand our events programme that culminated in the biggest ever celebration of project management success with 650 guests at the APM Awards. We have seen record levels of individual members and an increasing number of corporate partners, which shows the value of engagement we are having with the project community. Our innovative research programme continues to deliver insights to the profession while collaborations with organisations such as Arup, UCL and PWC helps to explore the value the profession is delivering to the UK economy. We raised the profile of project management via our first ever advertising campaign by promoting the opportunities that a career in the profession brings. This ran in conjunction with the development of career paths and an educational outreach programme to ensure we help nurture the talent of tomorrow.

We continue to work on publishing the next edition of the APM Body of Knowledge which is vital to creating a foundation for the successful delivery of projects, programmes and portfolios.

The last 12 months have set a platform for us to grow and drive our ambition as we continue to develop our products and services, strengthen our internal capabilities with the adoption of new technologies, while building our influence in the UK and internationally.

Inspiring positive change – APM strategy

Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: A world in which all projects succeed with project management as a life skill for all. We cannot deliver this vision alone. The APM mission is: inspiring communities to deliver meaningful change for societal benefit by advancing the art, science, theory and practice of project management.

our objectives

Chartered standard

Successfully position, develop and launch the Chartered standard to become the accepted benchmark standard for project professionals.

Membership growth

Accelerate the growth, diversity and global reach of APM's membership by engaging with new sectors and communities.

Knowledge and research

Advance the art, science, theory and practice of project management with an innovative knowledge and research programme.

Organisational innovation

Define and build APM as the model of a sustainable professional body for the 21st century.

Collaborate and engage

Accelerate the universal adoption of project management by people delivering change through collaboration and partnerships.

How APM is run

The Association for Project Management (APM) is the [chartered body for the project profession](#) and is the United Kingdom [member association of IPMA](#). It is incorporated by [Royal Charter](#) RC000890 and is governed by its Charter, which is supplemented by its [regulations](#). APM is a registered charity No. 1171112, VAT No. 261 595 782. Individuals in the Full member and Fellow grades (MAPM/FAPM) are members of the company. In accordance with the Charter, the board of APM also agrees regulations to cover detailed aspects of governance. This includes the matters that the board has devolved to staff of APM to undertake on its behalf. APM typically has a board of nine elected trustees (who must be Full members) and up to three appointed trustees. The role of the board and the trustees is explained in more detail [here](#), and in the candidate briefing pack for the annual elections.

Annual reports and reviews

- [Member review 2017/18](#)
- [Annual Report and Accounts 2017/18](#)

For further information, please visit apm.org.uk

JOB DESCRIPTION

Role Description: Head of Technology

Location: Princes Risborough, Buckinghamshire

Salary: c£75k, depending on experience, plus benefits

Note: numbers in brackets () – please refer to the separate Guidance Notes.

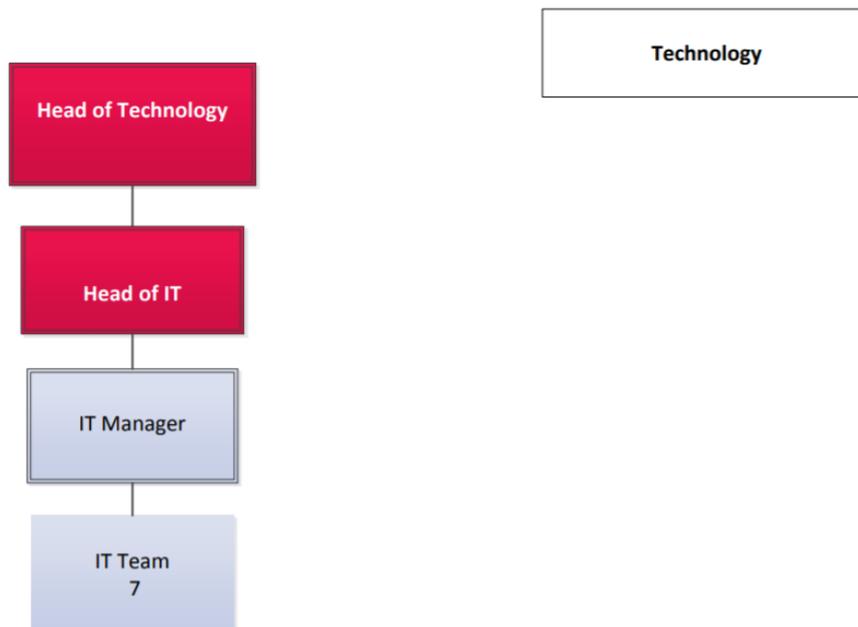
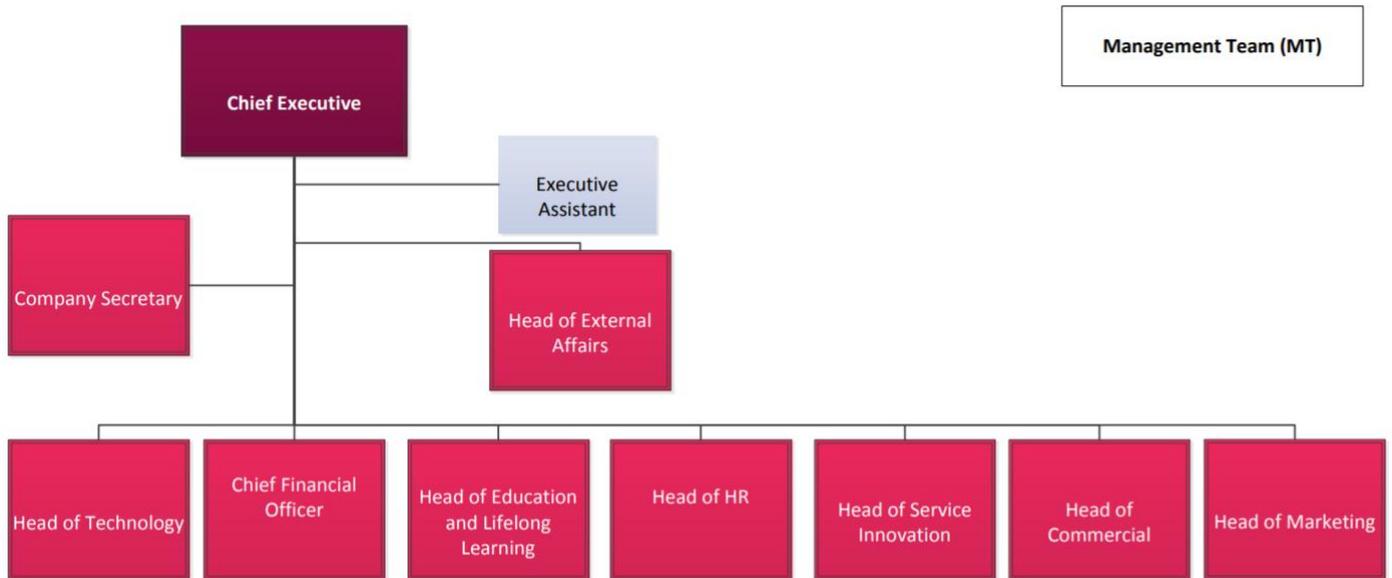
Role title	Head of Technology	Department	Technology & IT
Reports to (1)	Chief Executive Officer	Reports	8
Key relationships / interfaces (1)	Internal:	CEO, Leadership team, Board and Board Committees, managers and all users	
	External:	Technology partners, hosting organisations, consultants, members and qualification takers	
Role purpose (2)	Ensure that APM operates in line with its strategic objectives of being a 21 st century professional body embracing the power of technology in all that it does to maximise effectiveness and build customer brand loyalty.		
Breadth of responsibility (3)	Devising and gaining buy-in to a fully integrated technology strategy and roadmap. Offer a full range of technology solutions needed to effectively deliver the vision and resulting business plans aligned considering the latest technologies that are relevant to APM and its aims.		
Dimensions and limits of authority (4)	Authority limited to agreed plans, staffing and budgets as part of the business planning process, APM Strategy, Business Plan and budgets.		

Key responsibilities / accountabilities (5)	Key performance measures (6)
General	
<ul style="list-style-type: none"> Be an effective and proactive member of the APM Leadership Team contributing to a high performing inclusive culture 	<ul style="list-style-type: none"> Feedback from CEO through performance management framework and peer feedback Positive engagement with wider Leadership Team Clearly identified behaviours that achieve objectives
<ul style="list-style-type: none"> Developing an integrated technology strategy for APM that fully supports its growth and aspirations 	<ul style="list-style-type: none"> Documented strategy fully aligned and informing the APM Business Plan.

Key responsibilities / accountabilities (5)	Key performance measures (6)
<ul style="list-style-type: none"> • Work collaboratively with the Leadership Team to identify where technology could help them operate more effectively and to source possible solutions aligned to the overall Strategy 	<ul style="list-style-type: none"> • Understand the organisations and leadership aspirations • Provide input into strategy development, identify potential partners for emerging needs
<ul style="list-style-type: none"> • Be the responsible owner of data within APM 	<ul style="list-style-type: none"> • Maximise relevant data capture within GDPR • Ensure correct storage and cleansing of data • Ensure data is secure • Maximise the use of data in easy to understand formats to help drive the organisation forward
<ul style="list-style-type: none"> • Overseeing the development and enhancement of existing systems and the integration of new systems 	<ul style="list-style-type: none"> • Effective implementation of all new systems and system enhancements ensuring APM systems are fit for purpose and external facing systems are developed using a user-centred design approach
<ul style="list-style-type: none"> • Identify and negotiate sustainable technology partnership agreements, based on the needs of APM and users, including ongoing support, service agreements and upgrades 	<ul style="list-style-type: none"> • Value for money achieved on all contractual arrangements. Quality and timeliness of consultants utilised.
<ul style="list-style-type: none"> • Working with staff to develop plans and strategies so member, volunteer and qualifications takers experience can be enhanced, user effectiveness improved, and innovation encouraged. 	<ul style="list-style-type: none"> • Tangible evidence of improvements in services measured through user feedback and agreed KPIs.
<ul style="list-style-type: none"> • Managing technology staff, with responsibility for hiring, training, guidance and performance management. 	<ul style="list-style-type: none"> • Employee satisfaction and staff retention.. Achieving a high performing team, to increase productivity and output.
<ul style="list-style-type: none"> • Developing standard operating procedures allied to best practice and ensuring written protocols and guidelines are provided for staff and end users. 	<ul style="list-style-type: none"> • Guidelines and all documentation in place, visible, comprehensive and accurate.
<ul style="list-style-type: none"> • Keeping up to date with the most recent technologies and advising on what new technological solutions and their implementation will meet business and system requirements. 	<ul style="list-style-type: none"> • New solutions and options are proactively investigated and identified. Options are put forward for consideration with clear rationale and potential business benefit.
<ul style="list-style-type: none"> • Ensure APM's systems and technology interfaces are secure, fully comply with data protection requirements and undergo regular testing and review 	<ul style="list-style-type: none"> • Regular external testing confirms this is the case • No data or security breaches that were in any way avoidable happen

Key responsibilities / accountabilities (5)	Key performance measures (6)
<ul style="list-style-type: none"> • Work effectively with internal stakeholders and external partners to deliver technology development to time and price expectations 	<ul style="list-style-type: none"> • Understand the needs of each area of the business so appropriate solutions can be offered and scheduled in with other development or system upgrades
<ul style="list-style-type: none"> • Support consistent adoption of technology across the organization providing support and guidance where needed 	<ul style="list-style-type: none"> • Provide adequate levels of support to enable users to transition to new technologies effectively so old systems can be terminated at an appropriate time.
<ul style="list-style-type: none"> • Build positive proactive relationships with suppliers where expectations are clear and monitored effectively. 	<ul style="list-style-type: none"> • Plans delivered to time and cost with expected deliverables

ORGANISATION CHART



PERSON SPECIFICATION

Attribute	Description	Essential / desirable
Qualifications	<ul style="list-style-type: none"> • Chartered Member of BCS • Advanced technical or managerial qualifications • First degree or equivalent 	<ul style="list-style-type: none"> • Essential • Desirable • Desirable
Experience	<ul style="list-style-type: none"> • Devised and implemented a technology strategy in similar size and type of organisation • Previous experience of leading an effective team of technical staff across a range of technologies • Clear examples of introducing new technologies to an existing environment • Clear experience in working with third-party suppliers to deliver an effective solution • Experience in working with user experience teams to develop user centred design solutions • Proven experience in CRM, web and API linking technologies • Experience in working with cloud-based solutions and hosting partners • Supplier management and contract negotiations 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Desirable
Knowledge	<ul style="list-style-type: none"> • Cloud based systems • Integrated web and CRM solutions • Integrating emerging technologies with existing internal systems 	<ul style="list-style-type: none"> • Essential • Essential • Essential
Skills	<ul style="list-style-type: none"> • Leadership • Team management • Managing budgets in line with expectations and delivery 	<ul style="list-style-type: none"> • Essential • Essential • Essential

Supporting Behaviours	
Behaviour	Description
Communication	<ul style="list-style-type: none"> Writes and speaks clearly, concisely and persuasively
Customer and Supplier Focus	<ul style="list-style-type: none"> Ability to understand the needs and priorities of customers (inside and outside the organisation) and the desire to meet their expectations
Working Together / Teamwork	<ul style="list-style-type: none"> Demonstrates strong team-working ethic and ability to work with a wide range of stakeholders at all levels
Leadership and Developing People	<ul style="list-style-type: none"> Ability to assist team members in reaching full potential through feedback, coaching, development and training
Problem Solving and Ownership	<ul style="list-style-type: none"> Takes ownership of problems and can apply intellectual and creative skills to implementing solutions
Improvement, Change and Creativity	<ul style="list-style-type: none"> Willingness to challenge assumptions and ability to adapt or generate imaginative and innovative ideas
Planning and Organising	<ul style="list-style-type: none"> Ability to develop clear, efficient and logical approaches to work
Organisational Commitment	<ul style="list-style-type: none"> Can demonstrate commitment to APM and actively embodies the values of the organization by always maintaining a professional image.
Resilience	<ul style="list-style-type: none"> Ability to maintain control and performance during stressful situations

HOW TO APPLY

To formally apply, please submit a CV and supporting statement that clearly outlines your suitability for the role by addressing the criteria focused on experience within the person specification. We kindly ask that your CV and supporting statement should be no more than two pages each (use Arial 10pt as a guide) and should be sent in MS Word format, combine and submitted in one document (thus no more than four pages' total).

Please send your application to: response@peridotpartners.co.uk

We would also kindly request that you complete the equality monitoring survey, found via the link below.

RECRUITMENT TIMETABLE

Closing date:	9am, Monday 18 th February 2019
Peridot conduct preliminary interviews:	Tuesday 19 th to Wednesday 27 th February 2019
Candidates informed of outcome:	Friday 1 st March 2019
First stage interviews by APM:	Tuesday 5 th or Wednesday 6 th or Thursday 7 th March 2019
Final stage interviews by APM:	Monday 11 th or Tuesday 12 th (AM only) March 2019

Equal Opportunities Monitoring

Peridot and APM London are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete this [equality monitoring survey](#).

The information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the new Data Protection Act 2018 launched on 25 May 2018. The information provided does not form part of the decision-making process and will not affect your application.

Data Processing, Protection and Privacy Policy

By completing the form to view, or if you have access to this page from an email invitation, Peridot Partners will have processed your personal information. For more information about Peridot Partners' data processing activities and your rights, please read our [Privacy Policy](#).