



# Candidate Brief

**IT Project Manager**

**Wallingford, UK**

**September 2016**



## CABI BACKGROUND

**CABI ([www.cabi.org](http://www.cabi.org)) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.**

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

### CABI's Knowledge Business

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

### Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.
- **Microbial services** - We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

### Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. [www.plantwise.org](http://www.plantwise.org)



## THE ROLE

<b>Job title:</b>	IT Project Manager
<b>Grade:</b>	6
<b>Reporting to:</b>	Technical Integration Manager
<b>Key peer group:</b>	Project Managers/Business Analysts/DevOps Team
<b>Location:</b>	Wallingford, UK

### Purpose of the role

In recent years, CABI has made major investments in its digital publishing platforms and has developed a pipeline of projects involving both new product launches and complete system redesigns. This key role will manage the planning and timely delivery of CABI's technology projects. This will mainly involve IT development of our websites and databases, integration projects on best-in-class publishing systems, and various projects with our International Development team. Working with the teams in the UK and in India, you will manage projects using PRINCE2 and deliver IT Development projects on time and to budget using Scrum methodology, balancing the priorities of different business units with the resources available.

### Key Accountabilities

- Responsible for the management of new and on-going projects to enhance CABI's platforms and products, from initiation through to launch;
- Responsible for the co-ordination and management of cross-disciplinary project teams working in a PRINCE2 environment;
- Responsible for the co-ordination and management of IT Development teams working in a Scrum environment;
- Keep records of all meetings and maintain all project-related documentation;
- Maintain a high level resourcing plan to identify possible scheduling conflicts or delays in project plans;
- Coordinate external usability and technical testing;
- Liaise with CABI IT staff (in the UK or in our Regional Centres) or external vendors to agree schedules and priorities;
- Channel product enhancement proposals through appropriate routes;
- Produce and manage project budgets;
- Assist with implementation of best practice for customer usage statistics and usage analytics;
- Attendance at industry conferences in UK or abroad;
- Work with the Project Management Office and Technical Integration Manager to drive efficiencies in our projects processes and methodologies.



## CANDIDATE PROFILE

You will have at least three years of project management experience working with IT platforms, preferably web based, in a scientific, or technical publishing environment. Excellent communication, planning and organisational skills are essential, as well as the ability to lead cross-functional teams to deliver a defined set of outcomes and objectives. You will also be able to contribute to the product development and innovation processes through your knowledge of, and enthusiasm for, digital publishing technologies and the potential they offer. The candidate should be capable of working across multiple projects at any time and be able to understand the business drivers and priorities.

### Qualifications and skills

- Experience or a degree in a relevant subject; a science or technology-based background would be an advantage;
- PRINCE2 qualification;
- Use of project management software (ideally MS Project) and documentation, managing projects in an Agile environment, preferably Scrum;
- 3+ years of project management experience in a digital publishing environment;
- Good understanding of a range IT systems and project management tools;
- Excellent verbal and written communication skills;
- Considerable understanding of digital publishing technologies;
- Familiarity with databases, web & content platforms, XML and workflow management;
- Good organisational skills with clear evidence of managing large workloads;
- Good time management skills.

### Personal characteristics

- Organised and self-disciplined, a planner;
- Strong time-management skills;
- Team worker with flexible and pragmatic approach;
- Outgoing, confident personality;
- Good judgement and decision making skills;
- Self-motivation and dedication;
- Ability to work to tight deadlines under pressure;
- Positive attitude;
- Creative/innovative ability.

#### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.



## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser [http://www.surveymonkey.com/s/CABI\\_Equal\\_Opportunities\\_Survey](http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey))

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

## SECONDMENT

This role may be filled on secondment from the corporate sector or from other large international development organisations. To discuss a secondment opportunity, please contact Neil MacIntosh, HR Director, at [n.macintosh@cabi.org](mailto:n.macintosh@cabi.org)

## HOW TO APPLY

To apply please send the following to [recruitment@cabi.org](mailto:recruitment@cabi.org) quoting job reference (48/2016) and stating where you saw this post advertised;

- 1) a detailed covering letter describing how you meet the candidate profile, and to include details of your current remuneration;
- 2) a full Curriculum Vitae
- 3) the names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission.

**Please note closing date for receipt of applications is midnight GMT on Monday 31st October 2016**

