

Job Description

Post/Job Title:	Project Manager (Fixed-Term)
Reference:	657
Faculty/Professional Service:	Office of the Vice Chancellor
Group/Section:	Strategic Change Team
Location:	Any University location
Normal hours per week:	37 <i>Note: Flexibility will be required in order to ensure that key time scales and deadlines are met. Leave is restricted at peak periods and some evening and weekend work may be required to support specific activities.</i>
Grade:	7
Accountable to:	Delivery Lead
Responsible for:	

Job Purpose

Working as part of the Strategic Change Team, this role will be responsible for managing the delivery of key projects which support the implementation of the University's 2035 Strategy. Reporting to the Head of Strategic Change Delivery Lead, this role will have responsibility for managing the delivery of projects which sit as part of the Strategic Change Team.

Main Responsibilities

1. Define, document and successfully implement designated projects, directing and counselling project team members, and advising clients/users as necessary on all phases.
2. Deliver multiple concurrent projects within the BU project framework, which meets the priorities, needs and strategic goals of the University within time, quality and budget.
3. Ensure co-ordination and leadership of all project activities through effective liaison with all stakeholders, in particular suppliers, systems owners, procurement staff, and technical IT staff.
4. Produce all necessary project documentation, including Project Initiation Documents, project plans at activity level, and risk management and gain the Project Boards participation and approval of these documents.
5. Be responsible for recommending solutions to overcome areas of project risk, through applying experience of similar project implementations, and use of influencing and persuasive skills to secure appropriate resources.
6. Carry out effective project scoping and resource planning through negotiation within BU resources, suppliers and other stakeholders to ensure realistic and achievable timescales are allocated to project deliverables.

7. Carry out effective financial planning, to ensure the University receives maximum value for money solutions, through product and service delivery price negotiations with suppliers.
8. Communicate routine progress on the projects to the Project Sponsors and Project Boards and manage and escalate all issues that could affect the project success, in a proactive, timely and effective manner.
9. Lead, motivate and coordinate multi-disciplinary project teams ensuring quality is monitored and maintained.
10. Develop and maintain excellent working relationships with all users, in particular 'owners' and administrators of systems and corporate applications.
11. Manage the build and testing of all processes associated with any change, in collaboration with the wider Strategic Change team.
12. Utilise Strategic Change team change control procedures to ensure that project changes meet the university needs.
13. Maintain a personal development programme as agreed with line manager.

Contacts

Type	Occurrence	Example
Internal:		
Head of Strategic Change	Regular (daily)	Progress reporting, financial updates, issue escalation. Recommend decisions relating to the delivery of the programme including advice and guidance on change management aspects.
Project Steering Board	Fortnightly	Progress reporting, financial updates, issue escalation
Sponsor and UET	Regular (weekly)	Progress reporting, financial updates, issue escalation. Recommend decisions relating to the delivery of the programme including advice and guidance on change management aspects.
Project Stakeholders	Regular (weekly)	Project updates, issue resolution and request resource and input.
Project Team	Regular (daily)	Allocate work, check progress, lead, motivate and inspire.
Legal, Procurement and Finance Departments	Regular (weekly)	Programme set-up, tendering and procurement processes, budget reviews
BU Strategic Change Team	Regular (daily)	General project communication and reporting. Issue resolution. Development of project methodology, governance and best practice.
BU PM Community including academic schools & other internal project teams	As required	General project communication, provide escalation point and resolve issues. Project methodology and governance. Opportunities for student placement, mentoring and coaching.
BU Colleagues	As required	General project communication, provide escalation point and resolve issues. Advice and guidance around PM and BA best practice.
External:		
External suppliers and agencies	Regular (daily)	Negotiate project requirements and delivery schedules, review progress on contracted project delivery, procure project resource, escalate and resolve issues. Tendering and procurement of solutions.

Partner Institutions	As required	Stakeholder engagement, ascertain requirements.
Other Establishments	HEAs required	Review best practice across the sector by using all available resources such as participating in conferences, general networking, utilising online resources.
Professional Organisations	As required	As part of an overall commitment to Continuing Professional Development, understand evolution within Best Practice and influence enhancements to BU's change management methodology.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Data Owner

- ii. Ensure relevant Information Governance policies are enforced, and any issues are resolved or escalated to the University Leadership Team (ULT).
- iii. Identify and manage data protection risks for their respective data.
- iv. Determine and approve the usage / access / retention / destruction requirements.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

Person Specification

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SELECTION CRITERIA	Essential/ Desirable
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Knowledge (including experience & qualifications)	
Degree or equivalent qualification in a relevant subject or appropriate level of professional expertise	E
Relevant professional qualification in Project Management or related discipline or relevant demonstrable professional experience.	E
Professional Project Management qualification (e.g. PRINCE 2 practitioner) or significant additional experience	E
Track record of successful project delivery	E
Very good general level of IT skills to enable best use of available information and communications as necessary for the post.	E
Public sector tendering and procurement experience	D
Skills	
Budget Management skills	E
Negotiating skills at senior level	E
Excellent written and oral communication skills, including customer liaison at senior levels with the ability to a) communicate complex problems in a non-technical and simplified manner and b) effectively communicate business needs to the technology teams	E
Strong problem solving and analytical skills	E
Ability to assimilate complex business and technical requirements	E
Ability to project manage and work to project timescales	E
Business Analysis	D
Demonstrable logistical ability to resolve problems/challenges and present solutions	E
Proven experience of using databases, records systems or an enquiry management system to record, extract and manipulate information	D
Proven experience of using data to provide a range of reports	E
Proven attention to detail and ability to check own and other peoples' work for accuracy	E
Evidence of negotiation or resolution of conflicts/challenges	E
Attributes	
A demonstrable commitment to service excellence, and the desire to understand the work of a complex organisation.	E
Demonstrable personal resilience with an ability to keep calm under pressure and deal with difficult situations	E
Agile and positive approach to work, including a positive approach to learning and responding to feedback.	E
Able to motivate themselves and others and to promote service excellence in a team environment.	E
Actively contribute within a culture of continuous improvement	E
Able to remain focused and deliver under pressure	E