

Job Description

Post/Job Title:	Senior Project Manager (Fixed-Term)
Reference:	666
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:	8
Accountable to:	Head of Strategic Change
Responsible for:	PMO Business Analysts and PMO Project Officer assigned to their project(s)

Job Purpose

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

Line managing PMO Business Analysts and PMO Project Officer assigned to their project(s), plus any additional resources that have been identified to support the delivery of the project.

To enable the successful delivery of strategic projects, leading and coordinating multi-disciplinary project teams.

- Plan and manage the requisite project tasks from inception through to implementation. This may include initial analysis and feasibility of the project objectives and benefits.
- When necessary, provide day to day contract management of any suppliers (internal and external), facilitating the relationship between the supplier(s) and project team.
- Ensure a smooth transition from a project state into BAU activity, working with receiving departments to forward plan and manage the handover.

Main Responsibilities

1. Provide leadership and matrix management for multi-disciplinary project teams of circa 40 staff (internal and external resources), working with the Project Sponsor and Head of Delivery to maximise their performance and ensure project outcomes are delivered to the agreed time, cost and quality criteria.
2. Plan and manage all aspects of the project lifecycle, including initial feasibility/analysis, business case development, budget management, resource allocation and management, risk / issue management, implementation and transition to business as usual.

3. Take overall responsibility for any procurement or tender activity within a project ensuring activity proceeds in accordance with procurement law and university standing orders (in conjunction with the Head of Legal and the Head of Procurement).
4. Establish, manage and maintain appropriate governance, stakeholder engagement and communication arrangements for designated projects, ensuring there is robust management and regular reporting of progress, benefits, risks, issues and dependencies.
5. Manage and co-ordinate all related workstreams associated with a project ensuring that adequate governance and reporting mechanisms are in place to manage progress together with any risks, issues or dependencies.
6. Manage any relationships with external suppliers and partners involved in development or implementation, representing the university when necessary.
7. Manage the benefits planning, benefits realisation and benefits tracking processes to ensure that the delivery of benefits and improved outcomes are identified and delivered.
8. Manage project budgets alerting sponsor to any potential overspend. Budget responsibility likely to be in excess of £1million for each project.
9. Provide support, advice and guidance to decision makers including Sponsors, the University Executive Team (UET) and other stakeholders. Resolve conflicts both from priority and resource perspective escalating to Head of Delivery and/or Sponsor when output of deliverables or realisation of benefits is threatened.
10. Plan and manage the transition from project state to BAU activity ensuring appropriate user acceptance testing has been carried out to the Sponsor's satisfaction and all handover documentation is in place and signed off by the relevant stakeholders.
11. Ensure a robust, operable relationship is in place between relevant BU departments and any suppliers supporting the university in relation to the project's objectives.
12. Work with the Strategic Change Team to constantly enhance and improve the University's Project Management methodology and underpinning services (e.g. procurement, accounting, monitoring and auditing processes).
13. Undertake any additional duties to support the successful delivery of specific projects/programmes and the continuous improvement of the Strategic Change Team as required by the Management Team.

Dimensions

Due to the nature of the Senior Project Manager role, duties will vary dependant on the business / project requirements and therefore a flexible approach to the role and responsibilities will be required.

The size of the project team the Senior Project Manager will be expected to manage will vary dependant on each project but is expected to comprise of academic, professional services and external staff.

Budget responsibility will depend on assigned projects but would be expected to be in the region of £1m+ where there is significant investment taking place.

Contacts

Type	Occurrence	Example
Internal:		
Programme or Project Board	Monthly	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 HE Establishments	As 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 post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

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.

All employees have an obligation to be aware of the University's Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.

Person Specification

Post/Job Title:	Senior Project Manager (Fixed-Term)
Reference:	666
Faculty/Professional Service:	Office of Vice Chancellor

SELECTION CRITERIA	Essential/ Desirable
---------------------------	---------------------------------

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
Experience of Programme & Project Management and Delivery (values circa £1m)	E
Track record of successful management and change of complex processes	E
Track record of successful day to day management of multi-disciplinary teams	E
Experience of managing budgets and realising significant benefits	E
Demonstrable experience of engaging and managing external suppliers / consultants as part of project delivery.	E
Knowledge and experience of management techniques for achieving process and quality improvements	E
Experience of delivering complex projects in the HE sector or equivalent large public sector organisations.	E
Experience of working in HE in a relevant senior role and detailed knowledge of the HE sector.	D
Skills	
Highly developed interpersonal, negotiation, influencing and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations.	E
Ability to translate a customer vision into a supporting business case and project plan.	E
Strong analytical skills; ability to evaluate complex issues often with incomplete information and to devise effective, workable solutions.	E
Effective business skills such as planning, financial management and communications.	E
Demonstrable ability to lead and inspire multi-skilled teams.	E
Excellent verbal and written communication skills.	E
Attributes	
Ability to work proactively and independently whilst contributing effectively as part of the team.	E
Demonstrable ability to handle a range of activities to tight and varied timescales, working flexibly under pressure.	E
Motivated to achieve the requirements and demands of the role.	E
Commitment to continuing professional development.	E
Commitment to delivering Service Excellence.	E