Job title: Project Manager  
Job family and level: Administrative, Professional and Managerial Level 4  
School/Department: Life Sciences  
Location: Medical School, QMC

Purpose of role
The Project Manager will provide support for the scoping, implementation and review of projects across the School of Life Sciences. The scope of this work will be wide ranging, to include performance management, work flow process, capital estates projects and particular strategic initiatives in support of Research and Teaching excellence. Configuration management and quality assurance of all project documentation will be the chief responsibility of the post-holder, ensuring version control, consistency of output and a smart approach to collating and maintaining a wide array of School, Faculty and University information, as projects will at times have interdependencies with Faculty and University programmes, therefore amassing effective stakeholder networks is key. The Project Manager will navigate competing stakeholder interests, managing risk, and benefit realisation in an effective and efficient manner.

Main responsibilities

| % time per year |  
| --- | --- |
| **Project Management**  
Using appropriate project management framework, the post holder will work with colleagues across the School, Faculty and University to manage the successful delivery of the School Review Implementation. This will include management of all aspects of the PM lifecycle including design, planning, initiation, implementation and closure.  
Tasks will include:  
- Facilitating activity and decision making to define project scope, goals, deliverables, governance and success criteria  
- Defining project tasks, schedules and resource requirements  
- Co-ordinating the activity of internal and external project and / or workstream leads  
- Initiating and managing project meetings  
- Developing and managing project documentation including milestone and operational project plans for team and project board and other stakeholders  
- Managing and reporting on project progress through appropriate methodologies (e.g. PRINCE2, University of Nottingham Project Management Framework, APMP, ILM) and project tools as appropriate (e.g.MS project)  
  - Identifying project risks and issues and the creation of appropriate mitigation plans and/or escalation actions  
  - Managing project budget to agreed tolerances  
  - Ensuring that appropriate plans have been developed and communicated to manage the project  
  - Formal project closure and lessons capture | 40% |

| 2 | Governance: | 20% |
Establishing the appropriate nature of governance at a range of levels for any project including:

- **Project Level**
  Ensuring appropriate governance for successful delivery of the project. This will include the establishing the Project Board (or other body) and appropriate reporting mechanisms, to deliver accurate and timely communication of information.

- **Working Groups/ Implementation Executive/ School and Faculty Level**
  Producing monitoring information and reports, as requested, that may be required for faculty level monitoring and/or portfolio level reporting.

The post holder will have responsibility for producing and circulating governance and project documentation which may include:

- Project Initiation Document
- Cost/benefits analysis
- Project Plans
- Work Breakdown Structure
- Lessons Learned
- Checkpoint reports
- Dashboard reports
- Risk and Issues Log
- Progress Reports

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<th><strong>Communications:</strong> Working with the project sponsors, stakeholders and governance group(s) to recommend and agree the most appropriate communication plan and approach. Developing and delivering the plan as agreed, making use of appropriate resources, to ensure all stakeholders, customers, team and governance groups are engaged and included in two-way communication.</th>
<th>20%</th>
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<td>4</td>
<td><strong>Problem Resolution:</strong> Working with the School and Faculty senior management team to assess risk and issues and identifying a range of solutions. Proactively advising the project board, stakeholders and project sponsors on implementation of the most appropriate solutions.</td>
<td>10%</td>
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<td>5</td>
<td><strong>Team Supervision:</strong> Managing, where appropriate and agreed, Faculty staff engaged in day to day project co-ordination or support activity.</td>
<td>5%</td>
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<td>Any other duties as appropriate to the grade and role.</td>
<td>5%</td>
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### Person specification

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<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Degree (or equivalent) Substantial relevant work experience commensurate with the level of post</td>
<td>Qualification in Management of Risk. Qualification in project management (PRINCE2) or equivalent (e.g. APMP, ILM). Evidence of continuing professional development relevant to a project manager role or change management.</td>
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<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Knowledge of both theoretical and practical aspects and challenges of project management. Successfully managing and monitoring medium to large scale projects through all stages of the project life-cycle. Managing multiple projects at different stages concurrently. Experience of managing and working with complex cross-functional projects and project teams (e.g. IT and service provision). Success in engaging, communicating with, influencing and negotiating with senior management and stakeholders. Managing, mitigating and reviewing project risks. Budget management.</td>
<td>Understanding of the University of Nottingham’s Project Management Framework (or similar adopted framework). Knowledge of the higher education environment. Delivering projects within a programme management structure. Working in a complex multifunctional organisation.</td>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>High level of competence in using project management techniques and tools, including Gantt charts, scheduling, dependencies mapping, project management software (MS Office). Skilled in verbal and written communication for project, change and wider communications purposes. Problem-solving and identifying appropriate resolutions in order to deliver projects successfully. Autonomously manage self and teams, as appropriate.</td>
<td>People management and/or supervising team members.</td>
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Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

[Diagram of key relationships with others]

Line manager

Role holder

Key stakeholder relationships

Operations Manager

Project Manager

Academics

Colleagues

Students