Job title | Senior Project Manager | Job family and level | Administrative, Professional and Managerial Level 5
---|---|---|---
School/Department | Faculty of Social Sciences | Location | Jubilee and University Park Campuses

**Purpose of role**
As the Faculty’s Senior Project Manager, you will part of the Faculty’s operational management team and will be responsible for managing and overseeing a portfolio of strategically significant projects across the Faculty and for supporting the development and implementation of the Faculty’s project management and continuous improvement frameworks.

Working closely with the Head of Operations and senior professional services and academic colleagues across the Faculty, you will design, plan and manage a range of projects, coordinate related governance and stakeholder management, and oversee the Faculty’s portfolio of projects and continuous improvement initiatives.

You will lead a network of APM Managers across the Faculty to share best practice and ensure a consistent and joined-up approach to project management and continuous improvement, and you will mentor, train and support colleagues across the Faculty to develop their project management capabilities and to build change management capacity.

You will provide leadership, think strategically, use knowledge and expertise in project management and continuous improvement, and exercise interpersonal skills to build strong networks and collaboration, in order to solve problems and deliver innovative, high quality services.

**Main responsibilities**
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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### Project Coordination and Delivery
- Working with Senior Leaders across the Faculty design, plan, and manage the successful delivery of Faculty-wide and strategically important initiatives and projects, including:
  - Undertaking detailed planning, (defining project deliverables, success criteria, benefits management, dependencies, change control, risk management and resource / costs) for identified initiatives
  - Taking responsibility for high quality project delivery, including managing governance structures, stakeholder management, reporting and engagement to ensure the benefits, approach and commitment is widely understood
  - Ensuring that deliverables, objectives and outcomes of the projects are achieved as specified, within timescales, to budget and agreed quality standards
  - Producing and presenting useful and comprehensive highlight reports to relevant boards and committees as required

70%
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<tr>
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<th>Portfolio and Framework Development and Coordination</th>
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<td>2</td>
<td>Lead the Faculty’s portfolio of improvement projects and continuous improvement initiatives and support others to undertake, all aspects of project and programme management, including:</td>
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<td>▪ Managing the project portfolio and associated work, providing guidance, support and direction as required</td>
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<td>▪ Managing and monitoring progress, performance, cost and quality of a range of projects and initiatives, ensuring that deliverables and benefits of the projects are achieved as specified.</td>
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<td>▪ Working proactively to support colleagues in the delivery of the projects and providing troubleshooting support as appropriate.</td>
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<td>▪ Embedding project management professionalism across the Faculty including developing support materials for the Faculty project management and continuous improvement frameworks, advising on best practice and application of the framework, and coordinating a project management community of practice.</td>
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<td>▪ Embedding an approach that supports equality, diversity and inclusion within all aspects of the programme and project activity</td>
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<td>▪ Monitoring and periodically reporting on progress against approved strategic and operational plans and coordinating the collection, preparation and presentation of documentation for Faculty governance.</td>
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<td>People</td>
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<td>3</td>
<td>Mentor, train and support colleagues across the Faculty to develop their project management capabilities and to build change management capacity and expertise within the Faculty.</td>
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<td>Work closely with the Head of Operations on the development and deployment of Professional Services colleagues across the Faculty in order to the support the delivery of the Faculty’s plans and strategic priorities.</td>
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<td>Build effective networks beyond the Faculty, notably with colleagues in Planning, Performance and Strategic Change, Getting in Shape and in equivalent roles in other Faculties, to identify and share good practice.</td>
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<td>Continuous Improvement</td>
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<td>4</td>
<td>Working with senior Professional Services colleagues across the Faculty, contribute to the continuous improvement of operational systems and processes.</td>
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<td>Lead and actively contribute to the Faculty’s Professional Services Networks and communities of practice.</td>
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<td></td>
<td>Representation</td>
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<tr>
<td>5</td>
<td>Represent the University as a member of relevant professional bodies including service on associated committees and working groups.</td>
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<td></td>
<td>Represent the School/Faculty on appropriate University committee and working groups.</td>
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<td>Deputise for the Head of Operations and Faculty Operations Director as appropriate.</td>
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<td>Any other duties appropriate to the role.</td>
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**Person specification**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• Experience in the indirect management and/or supervision of staff</td>
<td>• Ability to use Power Platforms e.g. PowerBI, PowerApps, PowerAutomate etc.</td>
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<td>• Analytical skills and a considered approach to strategic thinking, operational planning and problem solving.</td>
<td>• Good knowledge of MS Project</td>
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<td>• Expertise in a range of project management techniques and tools</td>
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<td>• Strong interpersonal skills including negotiation, influencing, collaboration and relationship building.</td>
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<td>• Excellent communication and presentation skills.</td>
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<td>• High-levels of self-motivation and ability to motivate and lead others.</td>
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<td>• Organisational skills with an agile and adaptive approach.</td>
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<td>• Emotionally intelligent with high degrees of empathy and awareness.</td>
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<td>• Ability to handle sensitive and confidential issues and manage conflict effectively.</td>
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<td>• High level of IT skills and digital competency, including MS Office</td>
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<td>• Ability to use Power Platforms e.g. PowerBI, PowerApps, PowerAutomate etc.</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Experience of successfully managing and monitoring multiple medium to large-scale projects through the project life-cycle</td>
<td>• Experience of working in a professional services role within the HE sector, and awareness of university decision making, structures and procedures.</td>
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<td>• Experience of leading and/or supporting colleagues to deliver complex projects.</td>
<td>• Knowledge of the working processes and systems in universities.</td>
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<td>• Experience of managing multiple projects at different stages simultaneously often with conflicting deadlines</td>
<td>• Awareness of current and future activities of the University relevant to the role</td>
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<td>• Evidence of developing and implementing service excellence, business systems and processes, and contributing to a culture of continuous improvement.</td>
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<td>• Expert at working/responding independently and dealing with unforeseen and emerging circumstances in a complex environment.</td>
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<td>• Evidence of innovation and problem-solving.</td>
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<td>• Financial awareness and experience of monitoring and reporting on budgets.</td>
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<td><strong>Qualifications, certification and training</strong></td>
<td>• Honours degree and/or formal Project management qualification e.g. PRINCE2 Practitioner, or APMP OR proven track record of relevant work experience, demonstrating practical and theoretical knowledge of the field of work.</td>
<td>• Evidence of CPD relevant to project or change management</td>
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<td>• Lean/Six Sigma Greenbelt equivalent or higher</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership  Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking  Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride  Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive  Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others