**Role profile**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Strategic Delivery Lead</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Planning, Performance, Strategic Change (PPSC)</td>
<td>Location</td>
<td>University Park Campus</td>
</tr>
</tbody>
</table>

**Purpose of role**
To manage the implementation of one or more strategic delivery plans within the University of Nottingham. Leading on the development and delivery of the plan(s), the post holder will be the central point of knowledge and coordination of their plan(s) and will articulate how the plan delivers against strategy, engaging stakeholders across the institution to ensure successful implementation and influencing positive changes in behaviours and ways of working. They will ensure appropriate plans, risk and issue management, resources, and governance are put in place and report on progress via appropriate channels.

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

<table>
<thead>
<tr>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Delivery Planning and Reporting</td>
</tr>
</tbody>
</table>

- Engage in the development, review and implementation of the University strategy and the Access and Participation Plan
- Co-ordinate and lead on university responses to changes in regulation to the Access and Participation Plan including consultations, variations and re-submissions of the plan.
- Lead on the development, review and implementation of specific strategic delivery plan(s), ensuring alignment with wider university Strategy and Performance Framework
- Develop action plans for specific strategic delivery plan(s), presenting them to the relevant University Executive Board lead and oversight committee.
- Oversee the implementation of the strategic delivery plan action plans, providing regular highlight reports to the relevant strategic lead and committee.
- Lead on the development of a benefits management approach aligned to strategic delivery plans
- Maintain oversight of the development & implementation of all strategic delivery plans to ensure alignment between plans, prioritization of proposed activities and the identification of dependencies.
- Support a programme of assurance activities, including thematic deep dives of performance against the delivery of our strategic goals.
- Working with colleagues in Financial Management, ensure alignment between the strategic delivery planning process and the strategic
|   | investment programme, supporting the development of a pipeline of strategic programmes / projects.  
|   | ▪ Preparing statutory monitoring reports for the APP Steering Group and the Office for Students (OfS) as required  
|   | ▪ Preparing statutory monitoring reports for the APP Steering Group and the Office for Students (OfS) as required.  
|   | ▪ Report progress to, and take advice from, the appropriate strategic delivery plan lead / committee chair at regular, frequent intervals  
|   | Risk and Issue Management  
| 2 | ▪ Work with risk owners to identify, manage and mitigate risks and issues within the Strategic Delivery Plans escalating through the appropriate governance structure as required.  
|   | ▪ Report progress to, and take advice from, the appropriate strategic delivery plan lead / committee chair at regular, frequent intervals  
|   | Change, communications and stakeholder engagement  
| 3 | ▪ Develop communications relevant to the University Strategy and strategic delivery plans, identifying appropriate channels to communicate  
|   | ▪ Work closely with the University’s change team to ensure that appropriate and proactive change management activity is built into the implementation of the strategic delivery plans  
|   | ▪ Actively engage with stakeholders across the university to build awareness and buy-in to the delivery plan(s)  
|   | ▪ Build in meaningful consultation with staff and students to ensure feedback is used in the development and delivery of the Universities strategy and strategic delivery plans.  
|   | ▪ Gather, analyse and present information and data from a range of sources to Senior Management and other groups as appropriate.  
|   | ▪ Manage communications with all stakeholders across the University, as required, to support the development and implementation of APP objectives ensuring the APP is embedded in all appropriate areas of university  
|   | Governance and Assurance  
| 4 | ▪ Prepare for all meetings and committees, agreeing / drafting agendas and papers, commissioning papers and reviewing minutes and actions.  
|   | ▪ Ensure that appropriate and correct governance arrangements are in place for oversight of the implementation and effectiveness of the strategic delivery plan  
|   | ▪ Undertake assurance reviews on the effectiveness of strategic delivery plans, ensuring the outcomes are presented to the relevant committees and strategic leads.  
|   | ▪ Ensure robust action plans for strategic delivery plans are in place and progress against these reported regularly in line with the University’s assurance framework.  
|   | ▪ Ensure there are clearly articulated benefits aligned to the strategic delivery plans and that these are tracked, managed and realised, with assurance provided through the governance structures for this.  
|   | Other  
| 5 | ▪ Support the development of the function and professional discipline through collaboration and cross directorate working  
|   | ▪ Support the development of the function and professional discipline through collaboration and cross directorate working  
|   | ▪ Support the development of the function and professional discipline through collaboration and cross directorate working |
### Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Excellent relationship management and interpersonal skills, including ability to engage, influence and negotiate with senior management and stakeholders</td>
<td>▪ Critical thinking and problem solving skills</td>
<td>▪ Knowledge of the OfS requirements for the Access &amp; Participation Plan / Widening Participation</td>
</tr>
<tr>
<td>▪ Excellent organisational skills with the ability to prioritise workloads and demonstrate flexibility while working on multiple concurrent projects or activities</td>
<td>▪ Advisory skills including the ability to analyse, trouble-shoot, support, challenge and advise</td>
<td>▪ Budget management</td>
</tr>
<tr>
<td>▪ Presentation &amp; training delivery</td>
<td>▪ Demonstratable understanding and application of strategic planning and delivery</td>
<td>▪ Experience of working within a formal project management methodology or framework.</td>
</tr>
<tr>
<td>▪ Experience of working in complex organisations in strategy or business development</td>
<td>▪ Experience in a strategic delivery role with an understanding of: o Defining objectives and performance measures o Planning o Risk and issue management o Organisational strategy and planning procedures and processes</td>
<td></td>
</tr>
<tr>
<td>▪ Knowledge of the OfS requirements for the Access &amp; Participation Plan / Widening Participation</td>
<td>▪ Knowledge of the OfS requirements for the Access &amp; Participation Plan / Widening Participation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge and experience</th>
<th>Knowledge and experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Demonstratable understanding and application of strategic planning and delivery</td>
<td>▪ Knowledge of the OfS requirements for the Access &amp; Participation Plan / Widening Participation</td>
</tr>
<tr>
<td>▪ Experience of working in complex organisations in strategy or business development</td>
<td>▪ Budget management</td>
</tr>
<tr>
<td>▪ Experience in a strategic delivery role with an understanding of: o Defining objectives and performance measures o Planning o Risk and issue management o Organisational strategy and planning procedures and processes</td>
<td>▪ Experience of working within a formal project management methodology or framework.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Qualifications, certification and training (relevant to role)</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Degree or equivalent level of experience gained in the work environment</td>
<td>▪ A practitioner level qualification in Project OR Programme Management (such as PRINCE2, AMP or MSP)</td>
</tr>
<tr>
<td>▪ Evidence of a commitment to continued professional development in a relevant field</td>
<td></td>
</tr>
</tbody>
</table>

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

![Diagram showing relationships between Line manager, AD Strategy, Strategic Delivery Lead, Colleagues, Project Stakeholders, and Role holder]

- **Line manager**
- **AD Strategy**
- **Strategic Delivery Lead**
- **Colleagues**
- **Project Stakeholders**
- **Role holder**
- **Key stakeholder relationships**