



<b>Job title</b>	Project Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Student & Campus Life	<b>Location</b>	Hybrid – Working from home and University Park Campus

### Purpose of role

To manage the Disability-Inclusive Nottingham project within the University of Nottingham. Responsible for the day-to-day management of the project the PM will manage project delivery against the agreed cost, time and scope parameters. They will ensure appropriate plans, risk and issue management, resources, and governance are put in place and report on progress via appropriate channels.

The fixed term role is to support the Universities Disability-Inclusive Nottingham project which aims to create a sector leading service for students. Where parity of experience enables real and meaningful self-determination, and services are designed to identify and remove the additional barriers students face. Where accessibility is not considered as an adjustment but as a key enabler to parity of student life empowering all students to reach their full potential.

They will be deployed to other projects which are linked to our strategic portfolio of change and are reasonably complex to deliver with diverse stakeholder sets.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Programme/Project Management and Leadership</b> <ul style="list-style-type: none"> <li>▪ Develop and tailor the project management approach for the project. Informed by UoN frameworks, best practice and the needs of the specific project</li> <li>▪ Manage the project and associated work, supporting the project team</li> <li>▪ Embedding an approach that supports equality, diversity and inclusion within all aspects of project activity</li> <li>▪ Develop high quality project documentation which articulates the purpose, scope and objectives of the project</li> </ul>	20%
2	<b>Planning and Reporting</b> <ul style="list-style-type: none"> <li>▪ Own the development of the project plan, ensuring that all key milestones and handoff points have been mapped out</li> <li>▪ Ensure that the critical path for the project is articulated and key go/no go points are highlighted</li> <li>▪ Manage dependencies:</li> </ul>	20%

	<ul style="list-style-type: none"> <li>○ Within the project and its workstreams, facilitating collaborative planning and decision making which considers delivery of the programme as a whole</li> <li>○ With other projects and programmes</li> <li>▪ Produce high quality project reports and dashboard which enable efficient decision making and issue resolution</li> </ul>	
3	<p><b>Risk and Issue Management</b></p> <ul style="list-style-type: none"> <li>▪ Maintaining the project/programme risk and issue logs. Monitoring the delivery of actions and mitigations</li> <li>▪ Report progress to, and take advice from, the appropriate programme board members at regular, frequent intervals</li> </ul>	10%
4	<p><b>Project/Programme Team</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that all new team members receive an engaging and comprehensive induction to the project and the University</li> <li>▪ Proactively engage the project team to ensure that knowledge is shared and successes are celebrated</li> <li>▪ Identify project resourcing needs and ensure the project has a clear and timely forward view of resourcing</li> <li>▪ In some instances/occasions: Line manage team members in line with the expectations of the University's HR policy and processes</li> </ul>	10%
5	<p><b>Change, communications and stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>• Draft project messages and communications, identifying appropriate channels to communicate</li> <li>• Work closely with the University's change team to identify change management requirements and ensure these are worked into project plans</li> <li>• Facilitate stakeholder mapping exercises and support stakeholder engagement activity</li> </ul>	10%
6	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Coordinate and support the development of the project budget/business case</li> <li>• Manage the project budget, monitoring spend across all workstreams and ensuring: robust financial planning and value for money decision making</li> </ul>	10%
7	<p><b>Governance and Assurance</b></p> <ul style="list-style-type: none"> <li>▪ Prepare for Project Board meetings agreeing/drafting agendas and papers. Reviewing minutes and actions</li> <li>▪ Ensure that appropriate and correct project governance arrangements are put in place or complied with</li> <li>▪ Lead on the preparation for project gateway reviews, ensuring the evidence and documentation is fit for purpose</li> <li>▪ Ensure that any actions arising from assurance reviews are reviewed and built into project plans</li> </ul>	10%
8	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Support the development of the function and professional discipline through collaboration and cross directorate working</li> </ul>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills, including the ability to engage, encourage and negotiate with colleagues and wider stakeholders</li> <li>▪ Good at tackling problems and coming up with viable solutions</li> <li>▪ Excellent organisational skills with the ability to prioritise workloads and demonstrate flexibility while working on multiple concurrent projects or activities</li> <li>▪ Ability to work on own initiative in a proactive and driven manner</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Demonstratable understanding and application of project management principles and processes</li> <li>▪ Experience of working in a large organisation</li> <li>▪ Experience of working as part of a project team</li> <li>▪ Experience of delivering in a management role with an understanding of:               <ul style="list-style-type: none"> <li>○ budget and financial management</li> <li>○ planning</li> <li>○ risk and issue management</li> <li>○ governance and decision making structures</li> <li>○ rolling out change or new ways of working</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working within a formal project management methodology or framework</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent level of experience gained in the work environment</li> <li>▪ Evidence of a commitment to continued professional development in a relevant field</li> </ul>	<ul style="list-style-type: none"> <li>▪ A foundation level qualification in Project OR Programme Management (such as PRINCE2, AMP or MSP)</li> </ul>



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:

<b>Valuing people</b>	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.
<b>Taking ownership</b>	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.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	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.
<b>Always inclusive</b>	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



