### Purpose of role

To lead the development of a Revised Delivery Approach across the University of Nottingham. Accountable to the Operations Board and Senior Stakeholders, the role holder will be responsible for delivering a proposed model of operation for consideration at University Executive Board and for mapping out steps towards implementation.

The Programme Director will oversee a programme of work delivered by an external partner while building alignment with ongoing projects and workstreams, alongside Programme direction for Getting in Shape, in order to ensure the alignment of continuous improvement activity with the development of the approach. They will also work closely with stakeholders across the University and external partners, ensuring that the emergent model will support the successful delivery of the University’s strategic imperatives, and building support and understanding in advance of the implementation stage.

This role will be offered on a secondment basis until July 2024 in the first instance.

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<th>Main responsibilities</th>
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<td>(Primary accountabilities and responsibilities expected to fulfil the role)</td>
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<tr>
<td><strong>Programme/Project Leadership</strong></td>
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<tr>
<td>- Set the approach for programme delivery in close collaboration with Senior Stakeholders.</td>
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<td>- Deliver the programme in line with an agreed programme plan.</td>
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<td>- Articulate an understanding of the environment the programme is operating within across the wider University and maximise the opportunities for the programme to support the delivery of the University’s strategy.</td>
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<td>- Negotiate with colleagues and stakeholders to ensure the programme and its dependencies are clearly understood and articulated.</td>
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<td>- Advocate for the programme across the University.</td>
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<td><strong>External Partner Liaison</strong></td>
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<td>- Represent the university in the negotiation and establishment of an agreement with an external partner which will:</td>
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<th>% time per year</th>
<th>25%</th>
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Ensure that that programme has a comprehensive benefits management strategy, with defined outcomes, benefits measurements and benchmarks and that programme delivery will realise these benefits.

- Oversee the development of an overarching programme plan which outlines the key milestones.
- Develop a detailed understanding of the programme financial case and financial constraints.
- Manage dependencies:
  - Within the programme facilitating collaborative planning and decision making which considers delivery of the programme.
  - With other University wide projects and initiatives, ensuring their needs are articulated and the impact on it from revised delivery approaches are assessed.
- Monitor programme spend and ensure value for money in the delivery of the outcome.

### Getting in Shape
- Provide people-focused leadership; creating and setting a vision for the future, which staff understand and with which they engage purposively.
- Commit to equality of opportunity for both students and staff, respecting and encouraging diversity throughout the team.
- Facilitate the development and empowerment of all staff supporting them to excel.
- Provide direction and guidance to ensure programme requirements and demands are incorporated and suitably prioritized with Getting in Shape BAU activities.

### Change, communications and stakeholder engagement
- Be the voice of programme communications (when appropriate) and ensure proactive and engaging communications are developed throughout the life of the programme.
- Engage and work collaboratively with key stakeholders across the University to drive forward the programme and delivery lasting benefits.
- Work within the University’s PPSC-led change working group approach to ensure that the approach that is being developed will consider:
  - the transition to new ways of working adopts innovation and creativity.
  - the impact of the change on effected individuals and teams is understood and carefully managed.

### Person specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td><strong>Ability to build effective, collaborative working relationships with colleagues working in Operational through to Executive Leadership roles. Proven leadership skills with the ability to demonstrate and communicate strategic vision and decision making</strong></td>
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</tbody>
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5 25%

3 25%
- Strategic thinking, with ability to analyse and facilitate conceptual thinking, innovation and creativity.
- Ability to exercise judgement, take action and appropriate risks (which are in the best interests of Schools, Faculties, and the University).
- Solutions-focused with drive and proactivity to successfully deliver.

**Knowledge and experience**

- Knowledge and experience of the development and implementation of Value Streams across complex organisations.
- Experience of working in a senior role in HE or public sector.
- Experience of leadership and decision making within programme and corporate governance environments.
- Experience of delivering in a programme leadership role with an understanding of:
  - managing change and implementing new ways of working.
  - negotiating in order to achieve results and drive forward progression.
  - programme financial management and devolved budgets.
  - procurement and commercial practices.

**Qualifications, certification and training (relevant to role)**

- Graduate calibre with degree or equivalent level of experience gained in the work environment.
- Evidence of a commitment to continued professional development in a relevant field

- Educated to postgraduate degree level or equivalent experience.
- A professional qualification in programme management
- A professional qualification in operational or process leadership

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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 workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.
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
Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.

Taking ownership
Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.

Forward thinking
Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them, and giving them the confidence to drive for continuous improvement.

Professional pride
Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short-term challenges. Supports people to do what is best for both the organisation and the department.

Always inclusive
Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others