



Job title	Senior Project Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Faculty of Engineering	Location	Jubilee Campus

Purpose of role

The role holder will provide leadership and end to end Project Management for an exciting engineering research and development project within the PEMC research group. The Project Manager will manage project delivery against cost, time and scope parameters. They will ensure appropriate plans, risk and issue management, resource, and governance are in place and report on progress internally and act as the single point of contact for customers externally. The Project Manager will manage projects which are technically complex in nature for strategically important customers.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Project Management Leadership</p> <ul style="list-style-type: none"> ▪ Lead the project team, consisting of Researchers, Applications Engineers, Quality Managers, Technical and Administrative staff. ▪ Develop and tailor the project management approach for technical projects in line with UoN framework. Ensure the tools and techniques are pragmatically applied and scaled. ▪ Proactively lead the project developing an understanding of the work and support project members as required. ▪ Develop high quality project documentation which articulates the purpose, scope and objectives of the project, clearly identifying and delivering key customer output, deliverables and KPIs. 	20%
2	<p>Planning and reporting</p> <ul style="list-style-type: none"> ▪ Own the development of an overarching project plan which outlines the key milestones and handoff points from/between the projects and workstreams ▪ Test the robustness and feasibility of project and workstream plans, flagging any issues or pinch points ▪ Manage dependencies: <ul style="list-style-type: none"> ○ Between workstreams, facilitating collaborative planning and decision making which considers delivery of the programme as a whole 	20%

	<ul style="list-style-type: none"> ▪ Ensure that project progress is reported in a transparent way and enables effective decision making and issue resolution. ▪ Ensure that all aspects of project technical and financial progress are reported to the funding body and partners. 	
3	<p>Risk and Issue Management</p> <ul style="list-style-type: none"> ▪ Manage and mitigate risks and issues escalating through the appropriate governance structure as required. ▪ Report progress to, and take advice from, the appropriate internal and external stakeholders 	10%
4	<p>Project Team</p> <ul style="list-style-type: none"> ▪ Ensure that cross project information and knowledge sharing is built into project team ways of working and foster collaboration across the programme and project teams ▪ Ensure that projects identify resource needs in a timely fashion and look at the balance. 	10%
5	<p>Change, communications and stakeholder engagement</p> <ul style="list-style-type: none"> • Develop project messages and communications, identifying appropriate channels to communicate • Lead the proactive identification and management of stakeholders at all levels of the University and externally, supporting the development and implementation of robust communications & engagement plan 	10%
6	<p>Financial Management</p> <ul style="list-style-type: none"> • Define the project financial costs and constraints • Manage the project budget, monitoring programme spend across all workstreams, ensuring: robust financial planning, balance of spend across the programme and value for money decision making 	10%
7	<p>Governance and Assurance</p> <ul style="list-style-type: none"> • Prepare for Project meetings, setting agendas, briefing members, commissioning papers and drafting project content. • Reviewing minutes and actions. • Ensure that appropriate and correct project governance arrangements are put in place or complied with • Advise on the appropriate governance route for investment decisions and reviews • Ensure that all appropriate University policies, operating procedures and regulations are implemented. 	10%
8	<p>Other</p> <ul style="list-style-type: none"> • Support the development of the function and professional discipline through collaboration and cross directorate working 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills and ability to negotiate, influence and communicate effectively at all levels ▪ Advanced analytical and problem-solving capability ▪ Self-directing and able to work with autonomy, enthusiasm and proactivity ▪ High levels of resilience and tenacity . ▪ Evidence of meeting agreed targets and outputs. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Successful track record of managing complex projects that demand integrated changes to operating models, organisational structures, processes and technologies. ▪ Knowledge and understanding of project, theory and best practice ▪ Demonstrable experience of technical project management ▪ Experience in delivering in a project or programme management role with an understanding of: <ul style="list-style-type: none"> ○ Defining scope, budgets and business cases ○ Planning and outcome delivery ○ Successful governance and decision making practices ○ Dependency management ○ Change management 	<ul style="list-style-type: none"> ▪ Experience within the Aerospace Sector ▪ Knowledge of Airworthiness Certification processes ▪ Knowledge of PEMD ▪ Knowledge of Quality Management Systems ▪ Knowledge of Manufacturing Processes
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Graduate degree or equivalent level of experience gained in the work environment 	<ul style="list-style-type: none"> ▪ A practitioner level qualification in Project or Programme Management (such as MSP, PRINCE2, AMP or Agile)



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



