

Business Change Project Manager - Fixed-Term 12 months

Job Ref: REQ230314

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University has embarked on a significant programme of change to underpin the delivery of our new University Strategy; 'Creating Better Futures. Together'. A strategic portfolio of change projects that cut across all areas of the University and that have an integrated focus on people, process, culture and technology has been established. We need to increase our Project Management capacity and capability within our successful Change Management team, to ensure the successful delivery of these projects.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

To manage one or multiple strategic business change projects, by applying effective programme/project management methodologies that moves projects from initiation to delivery, brings projects under control and ensures their successful delivery. To bring expertise from working across a range of projects that have a significant focus on people and behavioural change, together with new ways of working.

Job Duties

1. To professionally manage projects applying appropriate programme/project management methodologies, taking responsibility for driving forward its progress. To take any necessary action to identify and resolve risks and issues and recognise interdependencies and overlaps between projects and programmes.
2. To ensure that appropriate governance arrangements for projects are in place and functioning effectively and that they work within the wider governance of the Change Portfolio and the University's Strategic Committees.
3. To develop and adopt appropriate project management documentation including project plans, RAID logs, progress reporting to ensure that objectives are achieved to time, cost and quality.
4. To lead one or more project teams working in a matrix managed way, develop and maintain resource plans and monitor resources to ensure that they are effective. Drive engagement with the project(s) to ensure adequate resourcing levels for contributions to the project(s) from across the University.
5. To develop, and manage an effective stakeholder communication and engagement plan, including for our Trades Unions, Senior Stakeholders, Staff Groups and wider Professional Services and Academic communities.
6. To communicate and work effectively with the most senior leaders at the University, particularly where they take the role of Project Sponsor.
7. To work effectively as one of a group of project managers and change professionals who together are delivering a significant Change Portfolio, and to work in partnership with teams from across the University who can support with the successful delivery of the project.
8. To provide regular reports on projects and progress for project boards and University committees.

9. To be proactive on Equity, Diversity and Inclusion matters within the project(s) you lead and through the effective use of Equality Impact Assessments, and by making a wider contribution to the University's priorities in this area.
10. To promote best practice of project management to colleagues in the Change Team and the wider University and, working with the team, ensure methods adopted for formally constituted projects, process review and management of change are coherent and consistent.
11. To work effectively as a team member within the Change Team and wider Organisational Development Directorate.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation (where required) will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Enabling Programme Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

You may find it helpful to read the advice about applying for posts at the University, particularly the section entitled “Candidate Summary”. See:

<https://www.lboro.ac.uk/services/hr/jobs/applications/application-guidance/>

Essential Criteria

Area	Criteria	Stage
Experience	Demonstrable experience of applying sound project management approaches to successfully deliver a range of business change projects from inception to implementation to time, cost, quality, within a complex environment	1, 2, 3
	Leading cross-functional project teams without formal line management of those individuals and effective management of links to senior stakeholders.	1,3
	Working within a programme/project management environment, including working within a PMO setting	1,3
	Delivering projects that have a significant impact on behavioural change/new ways of working and in doing so using creative approaches to effectively problem solve, ensuring the input of others	1,3
	Experience of producing and presenting concise and clear reports, including the effective use of data	1
Skills and abilities	Excellent organisational skills including the ability to work across a diverse range of projects at any one time.	1,3
	Excellent communication, presentation and engagement skills. An ability to deal with difficult and sensitive situations.	1, 2, 3
	The ability to build compelling visions for change, deal with resistance and to reach a positive outcome.	1,3
	Ability to be proactive, flexible, adaptable and able to prioritise work with limited supervision and guidance within a fluid environment.	1,3
	Strong data and numerical skills.	1
	Proficient in modern technologies e.g. Teams, Outlook, Excel, PowerPoint and the ability to use technology to drive effective ways of working	1,3
Training	Significant training in business change project/programme management methodologies, e.g. Managing Successful Programmes.	1
Qualifications	Educated to degree level or equivalent.	1
Other	Full appreciation of the importance of Equity, Diversity and Inclusion	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge of Higher Education and how universities operate	1
Training	Training and/or qualifications in process change tools and techniques, organisational development interventions.	1

Conditions of Service

The post is on a full-time basis and is on a fixed term contract for 12 months.

Salary will be on Management and Specialist Grade 6, £33,348-£43,155, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grade 6 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available [here](#).

The University is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that the successful candidate will spend the majority of time working on campus.

We strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are [here](#)).

Applications

The closing date for receipt of applications is **16th April 2023**.

Interviews will be held on **27th April 2023**.