

## **Programme Director – Transformation**

**Job Ref: REQ230676**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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's Business School is embarking on an exciting programme of transformation that builds on the School's existing strengths and delivers a compelling new vision in support of the University's new strategic plan. This is a fantastic opportunity to design, lead and, on behalf of the Dean of School, manage this programme that will deliver the School's new strategy, driving forward its reputation and success.**

**You will work at pace to deliver a programme of complex change, working collaboratively with key stakeholders, translating the new vision and outcomes by using strong leadership and proven programme management methodologies and approaches. You will work closely with the Senior Leadership Team of the School to drive the transformation, ensuring that outcomes are realised to time, cost and quality, and that change capability is enhanced.**

**You will have a background in the planning, leading, and delivery of multifaceted transformation programmes with experience of operating independently at a strategic level within a complex organisation and experience of translating strategy into delivery plans which positively impact the success of an organisation. You will have the ability to drive cultural change and effectively lead others to deliver at pace in a fast-moving environment. You will also be able to work within university governance frameworks and processes and manage the risks associated with change. Whilst experience of working in Higher Education is not essential, an understanding of the sector would be required.**

### **Job Description**

**Job Grade: MA8**

#### **Job Purpose**

**To lead on behalf of the Dean of the Business School, the transformation programme required to ensure the School's continued success, and to propel further the School's reputation as the Business School of choice.**

**To work at pace to design, lead and manage a programme of complex change that delivers stated outcomes and benefits, ensuring the effective involvement and engagement of key stakeholders in the delivery of the programme.**

#### **Job Duties**

- **Lead and deliver the multi-faceted transformation programme for the School of Business and Economics**
- **Translate the new vision and stated outcomes into a formal transformation programme using recognised programme management methodologies and approaches**

- Develop evidence-based business cases including sound financial analysis, risk profiles and resource implications, taking responsibility for effective resource planning and management
- Drive delivery of the programme through the Senior Leadership Team of the school to ensure outcomes are realised to time, cost and quality, and to ensure that change capability is enhanced
- Lead the development and implementation of new policies brought about by the transformation programme
- Develop effective working relationships within the school setting clear expectations for change and holding people to account for delivery through programme management matrix management arrangements
- Work effectively with stakeholders from across the University to ensure the programme is delivered within university wide frameworks and policies ensuring adherence to appropriate regulations
- Ensure robust governance arrangements across the programme that aligns with the wider University Change Portfolio requirements
- Devise and operate appropriate PMO approaches and systems that ensure timely reporting, effective risk and issues management and monitoring of the benefits realisation plan
- Ensure that approaches to the transformation challenges are addressed through creative solutions, using analytical skills to ensure the root cause is identified and addressed
- Manage any associated programme budgets and use effective people management skills to lead programme team members where applicable
- Lead the identification and review of internal processes that underpin the required changes
- Lead and manage on behalf of the Dean of the Business School, the School's annual strategy refresh, to ensure our School priorities remain aligned with University Strategy and that we retain a focus on Progress with Purpose.

### **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 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 Dean of the Business School as SRO for the Programme on a day-to-day basis. The role reports formally to the Director of Organisational Development & Change.

## 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

### Essential Criteria

Area	Criteria	Stage
Experience	Successfully planning, leading and delivering complex transformation programmes that deliver stated outcomes	1,2,3
	Working with significant independence at a senior level in a complex environment,	1,3
	Leading and delivering multiple strategic change projects that have significant impact for a range of stakeholders	1,3
	Translating strategy into meaningful delivery plans using recognised methodologies and through the development of innovative solutions	1,2,3
	Conveying a compelling vision that engage others to act	1,3
	Working within a portfolio/programme management environment	1,3
	Effective resource planning that meets the needs of the programme	3
Skills and abilities	Ability to deliver at pace in a fast-moving environment	1,3
	High-level analytical and problem-solving skills	1,2,3
	Significant negotiation and influencing skills, working with stakeholders to achieve positive outcomes	1,2,3
	Ability to effectively lead others to work within a programme management environment	1,3
	Ability to drive cultural change in a changing environment	1,3
	Effective communication and interpersonal skills, effective with a wide range of people	2,3
	Ability to identify and manage the risk of the impact of change on performance	2,3
	Ability to ensure all Equity, Diversity and Inclusions considerations are a key factor throughout the lifecycle of the programme	2,3
	Financial acumen and commercial awareness including ability to develop and present business cases	1,3
	Ability to work within governance frameworks and processes	1
	Ability to effectively chair key meetings	1,2
Training	Programme/Project Management Training	1
Qualifications	First degree or equivalent	1
	Managing Successful Programmes (MSP)/Programme or Project Management recognised qualification	1,2,3
Other	Sector awareness	2,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Working in a Higher Education environment	1
Skills and abilities		
Qualifications		

### Conditions of Service

The position is FULL TIME and FIXED TERM for 2 years. Salary will be on Management and Specialist Grade 8, c£60k + market supplement, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [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 available at: <http://www.lboro.ac.uk/services/hr/az/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also 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 <http://www.lboro.ac.uk/services/hr/athena-swan/>