

## REQ250395

# Head of Strategic Project Management Office (SPMO) & Projects

## Job Description

**Job Grade: Management and Specialist Grade 8**

### Job Purpose

To lead the strategic alignment, governance, and delivery of the university's portfolio of strategic projects, to ensure successful implementation and benefit realisation of high priority initiatives. To oversee portfolio and project management, resource allocation, and ensure alignment with organisational objectives and continuously improve the efficiency and effectiveness of portfolio management processes and project delivery and impact.

Reporting to the Director of Organisational Development and Change (OD&C) you will fulfil the duties required of your role including working collaboratively with members of the Vice Chancellors Office and Senior Leaders, as well as the Head of Organisational Change to ensure improvements are coordinated and have measurable organisational impact.

As a member of the OD&C Senior Leadership Team you will work with your fellow SLT members, to drive and enable University priorities. You will lead programmes of work some of which will be delivered by colleagues that you do not have line responsibility for and be responsible for the successful outcomes of the collaborative improvement efforts.

### Job Duties

#### Leadership and Team Management

1. Lead, manage and inspire the SPMO and Project Teams ensuring their alignment with Directorate and University goals and objectives.
2. Build a high-performance, values centred team culture based on collaboration, mutual support and personal development.
3. Build relationships with key and senior stakeholders across the university to enable effective engagement and collaboration.
4. Deliver high quality measurable SPMO and Project support service to budget. Head of SPMO & Projects
5. Develop career development and succession pathways for team members.
6. Provide strong EDI leadership, embedding EDI considerations in all projects and always ensuring equity of approach.

#### Project and Programme Oversight

7. Lead a range of complex areas of activity – including planning, designing, managing, and implementing major complex projects that address strategic objectives. These projects will have University-wide impact, complex stakeholders, external reputation, risk and will be of strategic importance.

8. Partner with senior leadership to prioritise initiatives, balance resources, manage risks, and deliver expected outcomes.
9. Provide oversight and leadership for the implementation of strategic projects, tracking progress and highlighting issues to ensure they are delivered on time, within scope, and on budget.
10. Oversee the work of others who are implementing smaller projects that contribute to the area of work that you lead.
11. Establish and embed best practice portfolio and project management across the organisation, developing capability outside the SPMO and Project functions.
12. Drive the standardisation, continuous improvement and adoption of tools, processes, and methodologies for efficient delivery.
13. To lead and establish practices that bring together communities that collectively problem solve and innovate.

### **Governance and Reporting**

14. Maintain and continuously develop the governance frameworks to ensure accountability, risk management, and decision-making transparency across the portfolio.
15. Manage portfolio-level KPIs and metrics to measure success and alignment with business objectives.
16. Prepare and present regular portfolio and project updates to the SPaRC-A committee.
17. Monitor portfolio budgets and highlight overspend risk and assess expected returns on investment.
18. Prepare for and respond to routine audits ensuring recommended improvements are fully implemented.
19. Ensure quality compliance with relevant internal / external standards ensuring the university continues to meet student and stakeholder needs.

### **Change Management**

20. Role model effective change management practices to ensure successful adoption of new systems, processes, and strategies.
21. Partner with the change management team to address change adoption and implementation issues and improve project outcomes.

### **Continuous Improvement**

22. Identify and implement opportunities to improve portfolio and project delivery performance.
23. Stay abreast of HE trends, tools, portfolio and project management methodologies.

### **Equity, Diversity & Inclusion**

1. Promote and foster a diverse culture within SPMO & Project team, role modelling best practice at all times and embedding EIA completion as part of business as usual.
2. Promote and contribute to the fostering of diverse practices and EDI culture across the university through portfolio EIA management, role modelling, and stakeholder influence.
3. Highlight and challenge poor EDI practice to enable continuous improvement.

### **Organisational Responsibility**

- **Responsible to** the Organisational Development and Change Director and Executive Leader for the area within which the role is deployed.
- **Responsible for** any direct reports reporting to the role that you are deployed in to, as well as any team members working on projects that you lead e.g. via matrix management.

### **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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & 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 Organisational Development and Change Director.

## 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	Experience of developing project methodologies and enabling adoption in a large complex organisation or UK HE environment	1 & 3
	Proven experience of building relationships and working effectively with senior stakeholders	1 & 3
	Experience of leading significant strategic programmes of change within a complex organisation	1 & 3
	Experience of planning and implementing large and complex projects to deliver effective results across a range of areas	1, 2 & 3
	Proven experience of leading and managing specialist teams including continuous development and high-performance outputs.	1 & 3
	Experience of enhancing team performance and service	2
	Experience of working effectively within a committee structure	1, 2 & 3
Skills and Abilities	Strong knowledge of portfolio and project management methodologies	1 & 3
	Proven ability to hit the ground running in a leadership capacity within a new team, service or department	2 & 3
	Proven ability to lead groups to collective problem solve and innovate	2 & 3
	Proven ability to resolve complex and strategic problems	2 & 3
	Skills to manage and lead others, prioritise workload support and coach for performance and development	1 & 3
	Some understanding of risk management frameworks and practices	1 & 3
	Proven ability to influence senior stakeholders across broad change agendas	2 & 3
	Able to form and maintain effective working relationships at all levels	3
	Exceptional organisational skills with the ability to prioritise and delegate	2 & 3
	Ability to work with ambiguity, independently and on own initiative	1 & 3
	Excellent interpersonal and communication skills, both written and verbal	2 & 3
	Ability to analyse data and drive effective improvement	2 & 3
	Tact and diplomacy, ability to deal with and work in a confidential manner	3

	Strong knowledge and capability with Microsoft Office Suite (i.e. Word, Powerpoint, Excel, Teams & Outlook)	2
Training	Significant training and experience in Project Management methodologies (or equivalent experience)	2
Qualifications	Degree qualified (or relevant experience)	1
Other	Evidence of CPD	1 & 3
	Understanding of, related Equity, Diversity and Inclusion challenges	1 & 3

### Desirable Criteria

Area	Criteria	Stage
Skills & Abilities	Proven experience of working within/across a range of different functional areas across the University	1 & 3
Qualifications / Training	Managing Successful Programmes (SMP) or Prince 2 trained	1

### Conditions of Service

The position is full-time and open-ended. The salary will be on Management and Specialist Grade 8, salary band £59,138 to £66,537 per annum 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](#) relevant for Management and Specialist staff.

### Our People, Vision, and Values

Our purpose, Vision and Values underpin all that we do and the way we work at Loughborough. The University promotes the values of being **Adventurous**, **Collaborative**, **Creative**, **Authentic** and being **Responsible**. All employees are expected to demonstrate these values in the workplace.

For more information, please refer to our [vision and values](#).

### Our Accreditations



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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and

provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

**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.**

### **Applications**

The closing date for receipt of applications is **1<sup>st</sup> June 2025**.

Interviews will be held on **Thursday 24<sup>th</sup> July 2025**.