Programme Manager
Job Ref: REQ250650

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade   Management and Specialist Grade 8

Job Purpose   Loughborough University is undertaking a strategic programme to reimplement its Unit4 ERP system (previously known as Agresso). This is a significant change which will have a large impact across the organisation. We are therefore looking to recruit someone for an 18-month period to lead the management of this programme and associated process and business change.

Job Duties

Lead the programme

1. Responsible for the provision of a high-quality professional ERP Programme and Project Management to facilitate the delivery of the business benefits required within the agreed tolerances of quality, cost and timescale.

2. Use best practice Programme and Project Management practices to develop and implement a business benefit led solution for University wide resource management. This includes identifying and agreeing the benefits and outcomes to be achieved, leading the business process development, implementing systems capable of delivering these, cutover from the existing systems and processes and delivering the benefits required.

3. To work closely with the Finance Director to ensure the outcomes and deliverables from the programme deliver the strategic and operational benefits sought in a cost effective and timely manner.

4. Responsible for ensuring that the programme budgets are managed efficiently and in line with corporate priorities and budgetary constraints.

5. Ensure compliance with IT and corporate standards for programme and project management, information systems, security and technology in line with relevant legislation and audit requirements.

6. To work closely with the senior stakeholders, Finance and School Managers, and Workstream Leads to ensure effective management and use of business and technical resources throughout the Programme, and to ensure business benefits are delivered in accordance with strategic requirements.

7. To keep abreast of relevant developments in Finance, IT and IT legislation, to provide optimal service.

Manage Resources

8. Build a strong, professional and customer focussed team and provide leadership that models the University's values, motivates staff, promotes performance improvement and enables Loughborough University to deliver excellence

9. Manage project managers, and other allocated staff, providing mentoring and advise regarding escalation etc. as required.

10. Working closely with and providing leadership to the strategic supplier, to take responsibility for the re-implementation services of the ERP system to drive best value for money and continuing improvements from the University's planned investments.

11. To undertake any other tasks on an occasional basis which may reasonably be required by the line manager.

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 always observing the University's Equity & Diversity policy and procedures. 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 Director of Finance.

Key stakeholders: External Consultants, Systems Team, Finance Senior Management Team, IT Services, Finance Network, Unit 4 Programme Management Board, Change Team and University Leadership Groups.

Person Specification

Your application will be reviewed with respect to meeting 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
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial programme and project management experience, including managing budgets of £3m+	1,3
	Extensive experience of managing significant business change initiatives.	1,3
	Significant experience of implementing Enterprise Resource Planning projects or programmes.	1,3
Skills and abilities	Substantial knowledge of programme, portfolio and project management practices, tools and techniques.	1,3
	Ability to estimate and prioritise work packages.	3
	Excellent knowledge of project and programme risk and quality management	3
	Excellent analytical thinking and problem-solving skills	1,3
	Excellent leadership, relationship management and influencing skills	1,3
	Excellent planning skills	1,3
	Highly driven and enthusiastic with strong persuasion and influencing skills	3
	Proven ability to communicate with people at all levels.	1,3
	High degree of initiative, dependability and ability to work with little supervision.	1,3
Training	Evidence of having undertaken continued professional development	1,3
Qualifications	Degree with relevant professional content, or relevant professional IT qualification coupled with industry experience.	1
	Prince2 Practitioner or equivalent certification or qualification	1
Other	Demonstrated commitment to equity, diversity, and inclusion.	1,3
	Strong customer focus.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Of working in HE environment	1,3
	Of working with finance and other ERP systems	1,3
	Of working with Unit4 and their suite of ERP products	1,3
	Of working in an environment with a mixed architecture of on premise and cloud hosted systems	1

Conditions of Service

The position is initially on a 18-month fixed term contract. Salary will be on Management and Specialist Grade 8, £59,138 - £66,537 per annum, 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 Academic and Related 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 at http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html

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/a-z/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/

Informal Enquiries

Informal enquiries should be made to Mr James Henry, Finance Director by email at J.M.Henry@lboro.ac.uk or by telephone on 01509 228099.

Applications

The closing date for receipt of applications is **3rd August 2025.** Interviews will be held between **7th – 12th August 2025**.