



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Programme Director, Corporate Processes and Systems**



**Salary: Competitive and negotiable depending on skills and experience**

**Reference: CSFIN1017**

**Closing date: 19 January 2018**

**Fixed-term up to 2 years**

## Programme Director Corporate Processes and Systems

**Are you an experienced and influential professional working at the executive level with the ability to carry out organisation-wide change programmes? Can you lead and collaborate with colleagues at all levels to support the delivery of exceptional corporate processes and systems?**

The University has an ambitious strategy to deliver a step-change in the volume, quality and impact of its research, in addition to maintaining excellence in student education, and growing student education income. The provision of high quality end-to-end business processes and robust planning, forecasting and reporting are key enablers for these ambitions to be achieved. The Corporate Processes and Systems Programme has been initiated to improve the business processes and supporting systems managed by Finance, HR, Purchasing, Strategy and Planning and IT. These processes and systems provide vital support to the delivery of the University's teaching, research and other activity.

The vision of the programme is to create a "University enabled by streamlined and consistent processes, with clear ownership and control, supported by modern and future-proofed technology that is understood and enjoyed by its users."

Reporting to the Director of Finance and working with members of the University Executive Group, you will play a pivotal role in leading the delivery of this key strategic programme, providing specialist leadership skills to facilitate and lead transformational change in order to achieve the associated strategic outcomes.

You will be experienced in organisational-wide change programmes and will have the ability to balance priorities, deal with complex academic and financial information and succeed through cooperation and collaboration with others. You will also direct and lead the programme team and be comfortable working with executive stakeholders to achieve successful outcomes.

If you thrive on working in a complex environment, where your ability to navigate political and organisational issues are as developed as your skills in transformational delivery, this is an exciting opportunity for you to make a real difference in a world-class organisation.



## What does the role entail?

As Programme Director, your main duties will include:

- Responsibility for the programme's 'roadmap' and prioritisation of deliverables in achieving the initiative's outcomes;
- With the Chief Financial Officer, securing the investment to set up and run the programme, including the transition activities so that the desired benefits are realised;
- Responsibility for the set up and operation of the programme's governance arrangements, ensuring alignment to the institution's governance arrangements;
- Developing and implementing effective strategies for key senior stakeholder management, keeping them engaged and informed;
- Providing clear leadership and direction, taking responsibility for successful delivery as part of the overall strategic programme, determining scope, requirements and deliverables;
- Responsibility for benefits definition and realisation to the expected outcomes/ KPI's, ensuring that the programme's outcomes are translated into the design of end-state processes, business capabilities, and organisation/team structures and ways of working;
- Responsibility for the successful delivery of the Corporate Processes and Systems Programme of transformational change, ensuring the achievement of the programme's vision and the realisation of the business benefits;
- Defining the resourcing strategy for the programme, working with the HR Manager, Programme Manager and heads of professional services to ensure the programme is appropriately resourced;
- Matrix management of the business resources assigned to projects including but not limited to the Business Programme Manager and IT Programme Manager;
- Responsibility for overall management of the programme team, expected to have a headcount of over 50;
- Responsibility for ensuring the IT development requirements and business process changes are defined and delivered;
- Identifying and actively managing the key strategic risks arising from the programme, ensuring appropriate mitigation.



Due to the significant IT development expected, the IT Programme Manager role on the programme will have a shared reporting line between this role and the Director of IT.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Programme Director you will have:

- A degree or professional qualification, knowledge of MS Project, Prince2, Managing Successful Programmes and APM Body of Knowledge;
- An extensive and proven track record of successful leadership including the delivery of substantial business transformation change programmes with £multi-million budgets and responsibility for managing headcounts of 20 plus;
- The ability to scope and design the programme of work as well as implementing the processes, organisation structures and people capabilities needed to satisfy the programme's outcomes;
- The ability to work confidently and assertively with a range of executive and senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes;
- A proven ability to bring an envisioned future state to life, eliciting the support of all stakeholders in achieving the vision;
- Experience of managing external parties including suppliers and other partners;
- The ability to be flexible, creative and self-motivated in approaching complex institutional issues, with an ability to ensure delivery of real measurable benefits through strong organisation and prioritisation skills;
- An ability to deal with complex academic and financial information and succeed through cooperation and collaboration with others;
- Knowledge of change management methodologies.

You may also have:

- Experience of leading a programme involving the implementation of SAP software.



## How to apply

The University of Leeds has engaged the services of Berwick Partners (an Odgers Berndtson company), to whom applications should be sent.

To apply for this role please submit a comprehensive curriculum vitae along with a covering letter setting out your interest in the role and how you meet the criteria.

Please include the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates.

For further information, including details of how to apply, please follow this link: [www.berwickpartners.co.uk/65405](http://www.berwickpartners.co.uk/65405). Applications should be submitted by **23.59** (UK time) on the **Friday 19 January 2018**.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Alex Richardson, Berwick Partners**

Tel: +44 (0)161 498 3407

Email: [alex.richardson@berwickpartners.co.uk](mailto:alex.richardson@berwickpartners.co.uk)

## Additional information

### About the University

The University of Leeds was established in 1904, and has been inspiring staff and students to be the best that they can be ever since. The strength of our academic expertise, combined with the breadth of disciplines we research and teach, provides a wealth of opportunities and ensures that we have real economic, social and cultural impact.

Leeds is a community of more than 33,000 students from 151 countries, and over 7,800 staff of 99 different nationalities. We are in touch with more than 240,000 alumni in 186 different countries. A member of the Russell Group, we are one of the UK's top 10 research institutions and one of the UK's largest, most prestigious and most diverse universities. Increasing knowledge and opportunity in powerful combination is, and will



continue to be, the defining feature of Leeds, distinguishing us from other universities and enabling us to address the challenges of education and research across a broad range of disciplines with energy and confidence.

Our academics are leaders in their field who undertake powerful research with enduring national and international impact. Societal issues do not respect disciplinary boundaries, and our strategic research themes of energy, climate, water, cities, food, culture and health promote interdisciplinary research across the University and with a wide range of partners. We integrate this world-class research with education and scholarship of the highest quality, and we are committed to the continuous improvement of student education. Our activities are underpinned by leading-edge facilities and a significant commitment to further investment.

All that we do is driven by the quest for academic excellence and our agreed values of integrity, inclusiveness, community and professionalism.

Find out more about by downloading our [2015 – 2020 Strategic Plan: Investing in Knowledge and Opportunity](#).

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

