



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Project Manager, Business Change



Salary: Grade 8 (£40,792 – £48,677 p.a. with flexibility to appoint up to £53,174)

Reference: CSBCT1008

Full Time, Fixed Term for 2 years

Senior Project Manager

Business Change, Professional Services

Do you thrive on working in a complex environment, using your ability to navigate political and organisational issues, as well as your skills in project and programme delivery? Can you provide specialist change, leadership, programme and project management skills to facilitate and lead transformational change in areas that are new to this discipline and the benefit it brings?

Working on a key strategic initiative focussed you will work with the Executive Sponsor, Business Lead, and other key stakeholders to apply leadership, programme, project and change management skills to deliver and embed successful change

You will have the ability to balance priorities, deal with complex academic and financial information and succeed through cooperation and collaboration with others. You will be happy to articulate and embed the benefits of change management methodologies; collaborate with other change specialists across the University to help shape further the University's 'Guide to Delivering Results', as well as being comfortable working with limited supervision.

As a Senior Project Manager, you must be able to demonstrate significant experience in working at a senior level in delivering both projects and programmes of work.

What does the role entail?

As a Programme / Senior Project Manager your main duties will include:

- Responsibility for the overall coordination, implementation, execution, control and transition of the initiative ensuring consistency with the University's strategy and change management approach;
- Managing the initiative throughout the various stages of the lifecycle and assuming overall responsibility for the delivery of successful outputs and benefits;
- Shaping of the initiative, ensuring close strategic alignment and effectively consulting with key stakeholders, including the IT Senior Supplier and / or the Estates Senior Supplier;



- Supporting and providing assurance to the Executive Sponsor and the Lead regarding the management of constraints, priorities and risks, to drive negotiations between parties to gain consensus where necessary and to deliver results accordingly;
- Planning for and managing the human aspects of change ensuring clarity and engagement with those impacted, ensuring a smooth transition to business as usual and minimising disruption through effective and appropriate change readiness techniques;
- Making recommendations based on lessons learnt for future developments, providing objective guidance and advice;
- Sharing best practice, coaching and supporting other colleagues across the University and seeking opportunities to raise the profile of the team;
- Demonstrating personal and role model leadership in terms of being focussed, flexible, professional, motivated and personally effective in order to deliver the agreed deliverables and outcomes;
- Developing and maintaining a high level of knowledge of the latest developments within the University and the HE sector, and best practice in programme, project and change management in order to provide advice and guidance on a range of issues within the University.

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 a Programme Manager /Senior Project Manager, you will have:

- A degree or professional qualification, knowledge of MS Project, Prince2, Managing Successful Programmes and APM Body of Knowledge;
- Significant, recent experience in applying best practice project and programme methodologies in concurrent complex projects and programmes, throughout their respective life cycles;
- The ability to work confidently and assertively with a range of senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes;



- Experience of managing external suppliers and other partners;
- The ability to be flexible, creative and self-motivated in approaching complex organisational issues, with an ability to ensure delivery of real measurable benefits through strong organisation and prioritisation skills;
- Experience of leading and managing project teams, achieving results through other people without necessarily using formal line management authority;
- A good understanding of Higher Education combined with ability to challenge accepted norms;
- Excellent skills in leading and facilitating workshops and events; providing structure to enable groups to function effectively;
- Strong problem solving and analytical capability; confident dealing with complex financial, performance, strategy and organisational information.

You may also have:

- Previous experience working in a Higher Education environment or heavily regulated industry;
- Experience of Business Process Management, Lean and/or Agile methodologies.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

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

Martin Folan, Head of Business Change Strategic Projects

Tel: +44 (0) 7545530118

Email: m.folan@leeds.ac.uk



Additional information

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.

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.

