



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lead Programme Manager, Business Change Team



Salary: Grade 9 (£50,132– £58,089 p.a.)

Reference: CSBCT1010

We will consider flexible working arrangements

Lead Programme Manager Business Change Team

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? Can you lead and take ownership of activity across a number of initiatives?

The University of Leeds is involved in a wide range of large multi-million pound strategic initiatives aimed at supporting its academic mission of student education, research and innovation and internationalisation. These initiatives are large, of long duration, complex (involving many inter-dependencies) and represent a major investment by the institution. They are critical to the delivery of the university's current and future strategy. Working with executive level senior stakeholders, you will apply leadership, programme, project and change management skills to deliver ambitious multi-faceted projects and programmes for the University of Leeds.

Programme and project teams are typically constituted at the start of each initiative according to the methodology developed by the business change team. Typically, these will involve representatives from IT, Business Change, HR and often Facilities and Estates. They will also include a business lead as a conduit to academic or business partners. You will lead a number of project managers in applying the University's project and programme management methodology 'Delivering Results', as well as ensuring the project aligns to the University's Principles for Delivering Change.

As there are multiple project managers working on these initiatives, where appropriate, this role will take ownership across the different project and programme management elements to bring all the various strands of the project together and will align and consolidate the different delivery plans into a single coherent over-arching plan together with associated reporting material. 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 the Lead Programme Manager, you must be able to demonstrate significant experience in working at a senior level in delivering both projects and programmes of work, as well as have experience of managing other senior project managers.

What does the role entail?

As Lead Programme Manager, your main duties will include:

- Leading and managing strategic delivery of the programme / project through the various stages of the lifecycle by maintaining high standards of coordination, implementation, execution, control and transition of the initiative ensuring consistency with the University's strategy and change management approach;
- Leading on the overall budget management activities for the programme / project, ensuring the project is delivered to time, cost and quality;
- Formulating the procurement strategy for the programme /project in conjunction with senior stakeholders. Leading on the appointment, induction and management of external and internal teams and other professional advisors;
- Providing support, advice and challenge to senior stakeholders on programme / project delivery;
- Providing assurance to key stakeholders and governance bodies regarding the management of constraints, priorities and risks, to drive negotiations between parties to gain consensus where necessary to deliver results;
- Providing line management to Project Managers and Project Administrators through regular 1:1's and the annual staff review process. Manage recruitment and interview processes for Project Managers including implementing induction and probation procedures. Provide coaching and development to Project Managers and to work in support of the Project Management Office (PMO) Manager to ensure PMs are supported in understanding and applying change management methodologies;
- Identifying key intra-project and inter-project dependencies and manage them accordingly, working closely with colleagues from other programmes/ projects to ensure visibility, clarity of requirements and delivery;
- Leading on the preparation and be responsible for maintaining all programme/ project documentation to a high standard including the production of reports



and reporting within the Microsoft project online environment to defined project standards;

- Leading on the co-ordination of the commissioning, handover and adoption of the programme/ project outputs, implementing the processes and new ways of working to ensure the realisation of benefits;
- Supporting the Executive Sponsor and Business lead in discharging their responsibilities. Ensure that executive level University Change Delivery Group meetings and other governance meetings are properly supported with appropriate and timely information;
- Acting as a lead advisor to internal and external stakeholders and clients on all aspects of programme/ project management matters;
- Leading the shaping of the programme / project with key internal and external partners, ensuring close strategic alignment through effectively consulting with key stakeholders;
- 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;
- Leading on the preparation and dissemination of post programme / project reviews following consultation with project stakeholders;
- Making recommendations based on lessons learnt for future developments, providing objective guidance and advice ensuring that key lessons learned are circulated to internal and external teams;
- Sharing best practice, coaching and supporting of other colleagues across the University and seek opportunities to raise the profile and reputation 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;
- 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;
- Responsibility for ensuring safe working practices across all programme/ project work, developing and enforcing clear guidelines and liaising with the Health and Safety team to ensure the health and safety of self, team and other parties at all times.



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 Lead Project and Programme Manager you will have:

- Significant experience of successfully managing multi-million pound major projects and programmes, from inception through to completion;
- A degree or similar professional qualification, Prince2 Practitioner, Managing Successful Programmes Practitioner and be familiar with APM Body of Knowledge;
- Strong IT skills with experience of using Microsoft Office and project planning software (e.g. MS Project) able to train and coach senior stakeholders in the use and applications of the systems;
- The experience of leading and directing the work of other project managers, other staff and external consultants involved on projects, in applying good practice project and programme methodologies, addresses poor performance as and when it arises;
- The ability to identify, document, analyse and manage programme and project issues, risks, benefits and other programme and project products, curious to explore the unknown and manages through ambiguity;
- The ability to work confidently and assertively with a range of executive and non executive senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes. Invests time in regular communication across a range of audiences and formats;
- Experience of appointment and management of external consultants and third parties via EU procurement process. Negotiates with others to agree outcomes and sustain ongoing working relationship;
- The ability to ensure delivery of real measurable benefits through strong organisation and prioritisation skills;
- Experience of leading and managing programme and 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. Resilient and adaptable to regularly changing environments;



- Highly developed verbal and written communication skills with the ability to present complex information clearly and concisely to executive stakeholders. Explores and understands the wider impact of their decisions;
- Excellent skills in leading and facilitating workshops and events with senior internal and external stakeholders; providing structure to enable groups to function effectively. Deals constructively with set-backs and looks for ways to get back on track.

You may also have:

- Experience of undertaking major projects in Higher Education or similar complex organisation;
- Experience of Business Process Management, Lean and/or Agile methodologies;
- Active membership of a professional project management body (APM) or other relevant professional organisation.

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:

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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.

