



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Support Officer/Project Manager, Business Change



Salary: Grade 7 (£33,199 - £39,609 p.a.)

Reference: CSBCT1012

Fixed term for 1 year due to funding

We will consider flexible working arrangements

Project Support Officer/Project Manager Business Change

Are you experienced in supporting high profile projects? Can you work confidently and assertively with a range of stakeholders, using coaching, negotiating and influencing skills to achieve successful outcomes? Are you a flexible and creative problem solver? Do you prepare outputs of the highest quality?

The University has a strategic portfolio aimed at delivering step change improvements across all range of activities, managing and embedding this level of change is critical to the effective delivery of the vision. Working across the range of this portfolio, the Business Change Team is tasked with leading and managing successful change, supported by the Delivering Results framework and methodology.

Working on a key strategic programme focussed on delivering streamlined and consistent Universities processes and systems, the Project Support Officer/Project Manager role will report to Programme Manager and support the Senior Project Managers, shaping projects/programme and managing their implementation at the various stages of the lifecycle. Juggling priorities, managing both stakeholder expectations and risks, you will provide accurate and articulate reports on projects/programme progress through their lifecycles. With relevant experience in applying best practice methodologies, you will have some understanding of the HE environment and the ability to challenge accepted norms, as well as being comfortable working with limited supervision.

What does the role entail?

As a Project Support Officer/Project Manager your main duties will include:

- Supporting and providing assurance to the Senior Project Managers and Programme Managers regarding the management of constraints, priorities and risks;
- Providing timely and accurate reporting for project and programme governance;
- Preparing gateway review materials for projects, to demonstrate adequate management controls;
- Supporting the creation of quality strategic business cases;



- Managing projects/workstreams throughout the various stages of the lifecycle, including planning and control, management of resources, RAID, benefits, milestones, costs, scope and benefits;
- Playing a key role in the shaping of projects, this includes contributing to the agreement of scope, oversight, ownership and roles, ensuring strategic alignment and consulting key stakeholders;
- Planning for and managing communications and engagement with all groups of stakeholders affected by the projects;
- Making recommendations based on lessons learnt for future developments;
- Developing and maintaining a high level of knowledge of the latest developments within the University and the HE sector, and best practice in 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 Project Support Officer/Project Manager, you will have:

- A degree or professional qualification, knowledge of MS Project, Prince2, Managing Successful Programmes and APM Body of Knowledge;
- Experience of creating accurate and timely documentation for review at and executive level;
- Experience in applying best practice project methodologies in projects, 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;
- The ability to manage conflicting demands and tight timescales through strong organisation and prioritisation skills;
- Experience of managing project teams/workstreams, 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;



- An ability to ensure delivery of stated project outcomes through strong organisation and prioritisation skills;
- Strong problem solving and analytical capability; confident dealing with complex financial, performance, strategy and organisational information;
- An ability to work on own initiative and as part of a team.

You may also have:

- Previous experience working in a Higher Education environment or heavily regulated industry;
- A Prince 2 or other relevant project management qualification (e.g. APM/PMI).

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 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.

