



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Workload Model Project Manager, Faculty of Medicine and Health



Salary: Grade 7 (£33,797– £40,322 p.a. pro rata)

Reference: MHFAC1097

Closing date: 1 March 2020. Interviews are scheduled to take place on 16 March 2020

This is a part time role at 60% FTE – Fixed term for 18 months.

We are happy to consider job share applications and are committed to flexible working for all our employees.

Workload Model Project Manager Faculty Office

Do you have the skills to manage the implementation of the Faculty's Workload Model application. Do you enjoy the challenge of working with a wide range of people and delivering to tight deadlines? Would you like to further your career in one of the UK's leading research-intensive Universities?

The Faculty of Medicine and Health is seeking an experienced Project Manager to manage the implementation of a commercially sourced workload management (WLM) system. You will work with local managers, end-users, suppliers and technical teams within IT, HR, Student Education and Finance to deliver a system that supports effective and efficient business processes and aligns with University strategy.

You will have experience of project management and working with end users and stakeholders across a large complex organisation. Previous experience of working in an academic environment would be an advantage.

You will need an ability to balance priorities, deal with complex academic and financial information and succeed through cooperation with others. Working with limited supervision, the ability to organise, evaluate, plan and implement improvements will be critical to the success of the role.

What does the role entail?

As a WLM Project Manager your main duties will include:

- Managing the full implementation project, ensuring the project delivers the most effective solution possible within the relevant time and resource constraints;
- Providing strategic oversight and input into all areas of the project - planning, design, development delivery, communication and post-implementation support arrangements;
- Ensuring that the project is delivered in support of institutional priorities and with appropriate consideration to differing local requirements;



- Ensuring key deadlines are met throughout the various stages of the project life-cycle, from definition to completion, including planning, problem solving, risk mitigation and reporting;
- Acting as the main point of contact between the supplier, UoL Central Services (IT, HR, Management, Finance, Student Services and Research), Faculty and the Schools to ensure implementation of the workload model system to the maximum satisfaction of all stakeholders;
- Creating a communication plan to ensure that all stakeholders (including end-users) are kept engaged and informed of developments, appropriate and timely information is shared between all parties, and project contributors are aware of what is expected of them. Stakeholders will include senior management, academics and administrative staff from the Faculty, plus colleagues in other Faculties and central teams;
- Ensuring appropriate project governance arrangements are in place and are adhered to;
- Continually identifying, prioritising and mitigating any project risks which may affect the achievement of project objectives;
- Successfully negotiating potentially competing and conflicting requirements and priorities across the Faculty, ensuring the solution remains consistent with the original brief and institutional strategy.

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.

You will report to Sarah Clark, Faculty Business Lead for Workload Plan Implementation.

What will you bring to the role?

As the WLM Project Manager, you will have:

- Senior level experience of managing business change projects within a large and complex organization with a significant IT element;
- Excellent communication skills, including the ability to write reports and present complex information clearly and concisely;



- Experience of complex problem solving and creative thinking, including decision making;
- Experience in successfully managing 3rd party contracts, ensuring delivery to time and budget
- An ability to think and plan strategically;
- Significant stakeholder management experience ;
- An ability to work with a high degree of accuracy and attention to detail;
- An ability to lead, develop, manage and motivate teams and individuals towards the achievement of objectives without necessarily having line management authority;
- An ability to manage a busy workload without compromising on quality - including handling a demanding volume of enquiries from colleagues, establishing clear priorities for yourself and others and managing your time effectively;
- A high level of competency in the use of relevant computer software, including Microsoft Outlook, Word, Excel, and PowerPoint.

You may also have:

- Experience of working in business change management within Higher Education;
- An understanding of workload modelling business processes;
- An understanding of statutory reporting within Higher education, including financial reporting;
- Training/accreditation in a formal project management methodology (e.g. Prince 2).

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.

Interviews will take place on 16 March 2020 and are scheduled to start at 9.30 am. If you have commitments that mean that you cannot attend at 9.30 please indicate on your application so we can accommodate this when inviting shortlisted candidates for interview.



Contact information

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

Dr Sarah Clark, Business Manager

Tel: +44 (0)113 343 2701

Email: S.H.E.clark@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [Athena Swan](#) in the Faculty.

Find out more about our [Faculty initiatives](#).

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.

