



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Digital Education Systems Programme Manager,  
Digital Education Service**



**Salary: Grade 8 (£41,526 – £49,553 p.a.)**

**Reference: CSDLS1079**

**Fixed term for 1 year – due to uncertainty of future funding**

**We will consider flexible working arrangements**

# Digital Education Systems Programme Manager

## Digital Education Service

**Are you an experienced and influential professional with strong leadership skills? Do you have substantial experience in Project or Programme Management and enjoy working in a fast-paced environment? Would you like to join a team in delivering innovative digital education systems at the University of Leeds?**

The remit of the Digital Education Service includes the delivery of cutting edge, innovative digital education systems and tools to enhance teaching and learning activities for staff and students at the University.

We are now seeking a highly motivated Programme Manager to help lead and deliver an organisation-wide digital education systems implementation programme including institutional learning analytics, e-portfolio and electronic marking solutions. You will be accountable for ensuring that the programme delivers to budget and time constraints and for managing identified risks and issues, dependencies and constraints. You will work closely with the Head of Digital Education Systems, academic project leads and the Dean of Digital Education.

The successful candidate will have a demonstrable track-record of leading and managing large scale, concurrent projects or programmes of work, from inception through to completion combined with a practical and strategic understanding of the value of online education. You will possess highly developed verbal and written communication skills with an ability to work confidently and assertively with a range of senior stakeholders and partners. You will be able to balance priorities, deal with complex academic and financial information and succeed through cooperation and collaboration with others.

### What does the role entail?

As the Digital Education Systems Programme Manager your main duties will include:

- Accountability for the overall coordination, implementation, execution and successful delivery of the digital education systems projects portfolio, ensuring the achievement of strategic objectives, expected outcomes and KPIs;





- Identifying key intra-project and inter-project dependencies and managing them accordingly;
- Leading on the overall budget management activities for systems projects/programmes, working with colleagues in Finance to ensure a robust financial framework and budget forecast is in place and is regularly monitored and updated;
- Shaping of the initiative, ensuring close strategic alignment and effectively consulting with key stakeholders, including Procurement, Finance, Organisational Development and Professional Learning, IT, service owners and external partners to ensure all work can be completed to time and to budget;
- Leading the initiatives throughout the various stages of the lifecycle and assuming overall responsibility for the delivery and reporting of successful outputs and benefits;
- Providing assurance to the Head of Digital Education Systems and key stakeholders regarding the management of constraints, priorities and risks, ensuring appropriate mitigation and driving negotiations between parties to gain consensus where necessary and to deliver results accordingly;
- Accountability for ensuring the digital education systems programmes of work are aligned to and compliant with the institution's and programme's governance arrangements;
- Liaising with senior stakeholders to clarify reporting requirements, and accountability for ensuring all final reports are submitted in a timely and professional manner to reflect the value of the investments and the impact generated through the portfolio of projects;
- 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;
- Sharing best practice, coaching and supporting other colleagues across the University and seeking opportunities to raise the profile of quality and impact;
- 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;

- Taking overall responsibility for management of the project staff within the Digital Education Systems Team, including direct line management of Digital Education System Project Managers.

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 Digital Education Systems Programme Manager, you will have:

- A demonstrable track record of leading and managing, large scale, concurrent projects or programmes of work, from inception through to completion;
- A relevant Project Management qualification with significant, recent experience in applying best practice project and programme methodologies;
- A practical and strategic understanding of the value of online education to support blended learning, work-placed learning and online distance learning in relation to all aspects of the student lifecycle including curriculum design, delivery and assessment;
- Strong IT skills with experience of using Microsoft Office and project planning software (e.g. MS Project);
- Highly developed verbal and written communication skills with the ability to present complex information clearly and concisely to senior stakeholders;
- The ability to work confidently and assertively with a range of senior stakeholders (including external suppliers and other professional partners); using coaching, negotiating, communication and influencing skills to achieve successful outcomes;
- 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;
- Significant 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;
- Excellent 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 managing digital education systems implementation projects/programmes;
- 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:

**Bo Middleton, Head of Digital Education Systems**

Email: [m.m.middleton@leeds.ac.uk](mailto:m.m.middleton@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](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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

