



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Senior Programme Manager (The Yorkshire and Humber Policy Engagement and Research Network - Y-PERN), Leeds University Business School (LUBS)



**Salary: Grade 8 (£43,414 – £51,805 p.a.)**

**Reference: LUBSC1644**

**Start date 1 February 2023, or as soon as possible thereafter**

**Fixed-term until 31 August 2025 (External funding)**

**We will consider job share and flexible working arrangements**

## **Senior Programme Manager (Y-PERN)**

### **Economics Department**

### **Leeds University Business School**

**Do you thrive on working in a complex environment, using your ability to navigate organisational issues, as well as your skills in project delivery? Can you provide leadership and project management skills to facilitate and drive a multi-stakeholder project team?**

#### **Background**

Funded by the Research England Development (RED) Fund, the [Yorkshire and Humber Policy Engagement and Research Network \(Y-PERN\)](#) is a new novel network-based approach to inclusive and place-based academic policy engagement and research, with academic coordination led by Leeds University Business School, working closely with the University's Research and Innovation Service and with [Yorkshire Universities](#) (a regional partnership of 12 Higher Education Institutions.) By enhancing the effectiveness of inclusive regional development policy and strategy, Y-PERN will play a critical role in fulfilling the commitment made in a [Regional Memorandum of Understanding](#) between Yorkshire Universities and Yorkshire & Humber Councils (22 Local Authorities and 2 Mayoral Combined Authorities) to work together on supporting the region's growth and long-term development.

As Senior Programme Manager, you will be a key member of the core Y-PERN project team working closely with the Directors, Chief Policy Fellow, sub-regional package leads, Yorkshire Universities and other project stakeholders (such as Local Authority, Mayoral Combined Authority and Local Enterprise Partnership representatives). You will be responsible for developing and implementing the Operational Strategy & Plan for Y-PERN, applying leadership and programme management skills to ensure the timely delivery of project deliverables and outcomes, as agreed within the Plan. As Senior Programme Manager, you will also in charge of organising and managing the monthly Y-PERN Operational Group meetings and oversee the day-to-day activities of Y-PERN (including marketing, communications and recruitment) and monitor / report progress against funding and output targets and project risks.



You will have the ability to balance priorities, work with different institutions and stakeholders, deal with complex academic and financial information, and succeed through cooperation and collaboration with others. You will be happy to articulate and embed project management methodologies, collaborate with other specialists across the University of Leeds and other universities in the region, and will be comfortable working with limited supervision.

As a Senior Programme Manager, you must be able to demonstrate significant experience in working at a senior level to deliver successful projects.

## What does the role entail?

As Senior Programme Manager (Y-PERN) your main duties will include:

- Support the scoping of project activity, ensuring project deliverables align with organisational/functional strategic objectives and effectively consulting with key stakeholders;
- Rapidly mobilising and directing the project team and facilitating stakeholder discussions to build a shared understanding of and engagement with project delivery priorities and timeframes;
- Adopting a highly collaborative and supportive approach to working with programme team members, to ensure that accountabilities for delivery are clear and that colleagues are appropriately consulted on key choices and involved in discussions on progress against key milestones;
- Managing initiatives, throughout the various stages of the project lifecycle, and assuming overall responsibility for ensuring that effective project governance supports the delivery of planned outputs and target benefits;
- Demonstrating personal leadership in terms of being focussed, flexible, professional, motivated and personally effective in order to manage delivery of agreed outcomes to time, cost and quality;
- Securing the necessary in-kind University of Leeds administrative and financial resources, as required, with guidance from the Y-PERN directorate and support from Faculty Finance and the Faculty Research Office;
- Documenting and communicating processes to manage, monitor, evaluate and report on project activity and finances, managing constraints, priorities and mitigating risks;
- Supporting and providing assurance to Y-PERN leaders/the Y-PERN directorate, regarding the management of constraints, priorities and risks;



- Facilitating the review of lessons learnt, ensuring the insight gained is applied to future project activities.
- Organising the monthly Operational Group meetings, managing follow-up activity and reporting.

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 Senior Programme Manager (Y-PERN) you will have:

- Proven management experience including planning and delivering projects and/or programmes and personnel management experience and skills;
- Knowledge and experience in managing a multi-partner academic-policy collaboration and evidence of your ability to meet these challenges;
- An ability to be self-directing, defining objectives and milestones and ensuring that these meet the needs of the overall work programme;
- The intellectual ability and analytical skills to think and act strategically and to deal with complex problems;
- Excellent interpersonal and negotiation skills and the ability to communicate and influence at all levels both internally and externally with experience of representing and negotiating at a senior level and motivating others within a multi-partner team;
- Significant financial management and reporting experience;
- Excellent organisational, prioritisation and time management skills with the willingness to work flexibly and in co-operation with other team members;
- Excellent oral and written communication skills and numeracy skills with the ability to produce quantitative analytical reports and documentation
- Experience of working under pressure, and of dealing calmly with challenging and complex situations.

### Desirable

- Interest in economic policy and/or economic recovery (the latter term, broadly conceived, meaning not just the economy and economics, but its integral



connections with civil society, business, the natural and built environment, culture, health and wellbeing);

- Interest in models and approaches of community engagement in policymaking.
- Programme/project management qualifications, such as Prince 2, Managing Successful Programmes (MSP), or equivalent experience

## Contact information

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

### Professor Andy Brown

Email: [A.Brown@lubs.leeds.ac.uk](mailto:A.Brown@lubs.leeds.ac.uk)

### Rosie Hudson, HR Officer, LUBS Human Resources

Email: [r.hudson@adm.leeds.ac.uk](mailto:r.hudson@adm.leeds.ac.uk)

## Additional information

### A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Business we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability. The Faculty of Business has received a prestigious Athena SWAN Bronze award from Advance HE, the national body that promotes equality in the higher education sector. This award represents the combined efforts of the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

**Please note:** If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but if you are an EEA/Swiss citizen and you were resident in the UK before 31 December 2020, this will be your status under the EU Settlement Scheme.



## Location

Leeds University Business School campus (with scope for hybrid working)

## 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.

Find out more about [Leeds University Business School](#)

## 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, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

