

Project Manager

1 JOB DESCRIPTION

Faculty / School or Division: Global Engagement Division

Faculty/School or Division Address: 31 Great George Street, Bristol, BS1 5QD

Job Family:	Professional & Administrative Services		
Grade:	K	Salary range:	£49,559- £55,755 per annum (pro-rata for part time).
Hours of work:	0.8 FTE (28 hours)	Contract type:	Open-ended
Work pattern:	TBA	Vacancy Reference Number: SUPP112528	

1.1 Main Job Purpose

To plan and manage projects and initiatives within the Reparative Futures Programme under the direction of the Associate Pro Vice-Chancellor Reparative & Civic Futures, through the full project lifecycle, from definition and start-up through delivery to completion. These will be delivered according to the programme principles, optimising the methodology and standards of the University's strategic programmes and projects within agreed limits for time, cost and quality.

1.2 Standard Responsibilities

- Develop the approach and structure to projects within the Programme in line with best practice, the Programme principles and optimising the standards of strategic programmes and projects.
- Manage and support the Programme Board and appropriate sub-groups, ensuring the governance, roles and responsibilities are clear and effective.
- Create, maintain and regularly communicate a clear project plan, monitoring performance against the plan and taking appropriate corrective action to ensure the various projects and initiatives remain on track.
- Plan, control and report on the programme budget.
- Establish, monitor and continually manage the project control information such as risks, issues and dependencies, ensuring mitigating actions are undertaken and are effective.
- Ensure that quality requirements and benefits are defined, agreed and managed with stakeholders.
- Ensure an effective approach to change management, engagement and communication activities are planned, delivered and evaluated.
- Prepare and deliver written or verbal reports to the Programme Board and other bodies as required, representing and promoting the projects and overarching Programme, handling

difficult questions and influencing stakeholders with differing opinions to support the projects.

- Manage and guide a diverse Programme team to ensure successful project delivery, which is likely to incorporate a wide variety of both internal and external team members, and normally without direct line management responsibility of those members.
- Resolve project problems and ambiguity by seeking, agreeing and bringing solutions within the team, Programme Board and other stakeholder groups as necessary.
- Ensure the controlled and effective closure of projects and initiatives as appropriate, including evaluation of lessons learned and a comprehensive handover to 'business as usual' owners of the project outputs and ongoing benefit management.
- Actively seek opportunities to maintain and develop skills and related expertise that would contribute to the effective delivery of the role, fostering a positive attitude to personal development and training.

1.2.1 Additional Responsibilities

- Manage external consultants and suppliers of services, systems and methods being considered or used for the project outputs.
- Line manage the Partnerships Manager and Programme Support Officer, managing staff wellbeing and welfare issues, performance and development matters that are covered by documented procedures, recognising when something should be escalated, or advice sought on how to respond.
- Occasional out of hours work supporting the delivery of events.

1.3 Relationships

Line manager: Deputy Director-Civic Engagement, Global Engagement

Line manager to (where appropriate): Partnerships Manager and Programme Support Officer

1.4 Job Hazards and Pre-employment Checks

n/a

2 PERSON SPECIFICATION

2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
Considerable experience of managing the full project lifecycle and of project management methodologies.	X		A/I
Experience of delivering projects or working in a changing and ambiguous environment.	X		A/I
Excellent inter-personal communication, negotiation and influencing skills.	X		I/O
Self-motivation and demonstrable ability to organise own time effectively across multiple simultaneous activities.	X		A/I
Able to work constructively under pressure, whether created through timescale, resource scarcity or other issues.	X		I/O
Excellent verbal and written presentation skills; able to present complex ideas at the appropriate level to a range of audiences.	X		A/I/O
Experience of leading project teams, including motivating and advising team members	X		I/O
Able to work openly and co-operatively with others, both within immediate project teams and elsewhere.	X		I/O
Proven ability to solve complex problems	X		I/O
Experience of working collaboratively with staff at all levels, including senior staff, end users and technical/specialist staff.	X		A/I/O
Awareness of change management practices in a complex stakeholder environment.	X		I
Experience of working in a complex and large-scale organisation over several years.	X		A
Excellent MS Office suite skills, particularly SharePoint, Outlook, Teams, Word, Excel, PowerPoint.	X		A
Relevant Degree or professional project management qualification(s) such as PRINCE2 Practitioner accreditation		X	A
Formal Change Management qualification.		X	A
Either direct experience or a good understanding of working in a formal programme management environment		X	I

A – Application Form

I – Interview

T – Test or Scenario

O – Other e.g. presentation, focus group