

Description and Person Specification
Professional Services Staff

Job title: Senior Projects Manager

Department: Strategic Delivery

Pay grade: 7

Line Manager: Head of Strategic Delivery

Role Purpose:

The senior projects manager will be responsible for the set up and delivery through the full project lifecycle phases of an assigned portfolio of complex, executive sponsored projects simultaneously. Working autonomously to manage and drive the delivery at pace across projects in line with the university's strategic priorities and within agreed timescale, budget and scope.

Duties and Responsibilities:

- Develop business and investment cases gaining support of project stakeholders, boards and internal governance groups.
- Define and agree the project scope by establishing and leading collaborative working groups with the project executive sponsor and key internal and external stakeholder group
- Manage assigned budgets, overseeing actual and forecasted spend escalating through appropriate channels to mitigate risk of overspend
- Proactively manage the project risks through rigorous review and active decision making
- Lead and manage the reporting of project progress, identifying solutions to issues in order to mitigate impact on delivery, escalating where required

- Develop plans for the delivery of required work including key milestones, task owners
- Establish and drive the project team through matrix management of subject matter expertise resource ensuring clarity of roles and responsibilities
- Strategically plan the project critical path, associated tasks and resource to ensure timeline is realistic and achievable
- Identify and manage KPIs from the outset in order to demonstrate progress against plan and benefits realisation
- Manage the project closure and transition of the project to business of usual
- Demonstrate best practice project management skillset to increase the knowledge and understanding within the project team
- Establish a collaborative and motivational environment for the project team to work effectively in order to achieve the end goal
- Coach and upskill project teams to adopt new ways of working using project management tools and techniques in order to embed best practice culture of project delivery
- Drive and influence decision making at pace through effective collaboration between all teams and individuals involved in the project including external suppliers/ partners.
- Demonstrate strong leadership and resilience in order to drive the project through unforeseen delays and set backs
- Lead, plan and manage system testing with input from IT colleagues
- Perform other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved.

Other

- Demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other Rules.

- Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.
- Carry out the policies, procedures, and practices of Health & Safety in all aspects of the role.
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.

Key working relationships:

- Head of Strategic Delivery
- Executive team members
- Academic heads
- Head of IT operations
- Head of technology
- Head of academic operations
- Head of estates and facilities
- Head of learning and development
- Head of BI & planning Procurement manager
- External suppliers

Resources Managed

Budgets: Responsible for managing and reporting on project budgets of circa £2m

Staff: matrix management of project resource, no direct line management currently

Other: N/A

Person Specification

<u>Knowledge and Experience</u>	Essential	Desirable
Education A degree in a relevant discipline or equivalent experience in an educational or industry setting	✓	
Professional qualifications/experience PRINCE2 Practitioner, Managing Successful Programmes (MSP), (APM) Association of Project Management qualification or similar experience of applying project management qualification to deliver a complex project/programme Agile OR Lean/Six Sigma qualification	✓ ✓	 ✓
Project management Proven track record as a senior project manager across HE or similar complex system environments Experience in successfully writing and managing complex project plans for multiple high-profile, projects simultaneously across a range of functional operations Experience transitioning projects through change controls and stage gates including business case approval, technical design authority, change advisory board, service transition and benefits realisation Experience managing complex projects throughout its full life cycle, using key documentation to ensure the project achieves its agreed objectives, in accordance to agreed scope, budget, time and quality Experience of identifying and managing complex risks issues and dependencies	✓ ✓ ✓ ✓	
Numeracy and analytical skills Experience of managing high value project budgets Experience of defining project KPIs and evidencing benefits realisation quantitatively	✓ ✓	

Experience of using data to inform project scope and objectives	✓	
Future focussed and change-ready		
Understands the changing landscape impacting the HE sector and experience of ensuring projects align with organisation's strategic priorities	✓	
Experience of successfully transitioning projects to BAU ensuring sustainability of change	✓	
Using IT		
Excellent working knowledge of Microsoft applications, including: Projects, Excel, Powerpoint, Word, Teams,	✓	

Core personal skills abilities and behaviours	Essential	Desirable
Stakeholder Management		
Ability to engage others to understand and collaborate on ideas and tasks in order to ensure successful project delivery and sustainability	✓	
Demonstrate strong stakeholder management skills with a proven ability to work collaboratively with executive and senior management stakeholders across multiple business functions, to ensure diverse viewpoints of subject matter experts are incorporated into project	✓	
Ability to lead, manage and motivate a project team by promoting solution focus and resolutions to challenges	✓	

Equality, Diversity & Inclusion Demonstrable commitment to creating an inclusive environment where everyone can thrive	✓	
Communication Effective leadership, negotiation and diplomacy skills Ability to build and maintain effective relationships with academic and operational colleagues as well as senior/executive management so that the messages are understood and able to be acted upon Highly developed interpersonal and communication skills, able to communicate clearly and effectively project progress and constraints to a wide range of internal and external stakeholders (verbal, written and numerical) both in person and virtually	✓ ✓ ✓	✓
Organisational skills and problem solving Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation	✓ ✓	
Organisational values Demonstrates the organisational values, through own actions and through leadership of others	✓	

This Job Description may be reviewed, and duties amended aligned with Ravensbourne’s requirements, any changes will be made in collaboration with the postholder.

Our Values

Connection: We value what happens together and we collaborate to achieve our collective goals.

Dynamism: We embrace every opportunity to adapt and optimise.

Inclusion: We celebrate our diversity, and we embrace difference as a source of strength.

Professionalism: We aim for quality in everything we do and take pride in our work.

