

JOB DESCRIPTION

Job title:	Project Manager
Department / Unit:	Strategic Planning Directorate
Job type	Full-Time, Permanent - Professional Services
Grade:	RHUL 8
Accountable to:	Head of Strategy Implementation
Accountable for:	n/a
Purpose of the post	
<p>Royal Holloway, University of London has developed a new strategy, RH2030s. The new strategy will introduce a significant amount of change to the University, and this role is fundamental to its implementation.</p> <p>The role sits within a small sub-team (Strategy Implementation Team) of the Strategic Planning Directorate. The role-holder will provide project management support to a number of strategic projects. As well as project teams, they will work closely with the senior executive team to ensure alignment with strategic implementation plans.</p> <p>The Strategic Planning Directorate is responsible for providing planning support and management information to inform decision making as part of the strategic planning process and the delivery of the University's strategic objectives.</p>	
Key tasks	
<p>Project manage key strategic change initiatives</p> <ol style="list-style-type: none"> 1. Draw on expertise and training in project management methodologies to be the driving force behind the planning and delivery of key strategic projects. 2. Manage projects from requirement definition through to implementation, including defining project scope, objectives, costs, benefits, producing high level and detailed project work plans, and co-ordination of implementation within agreed timescales, cost, and quality standards. 3. Manage project teams, including assigning roles and responsibilities to project team members and delegate activities as appropriate. 4. Work closely with others, including Business Analysts, to organise complex information and data to identify underlying issues and their causes and provide solutions to rectifying these, considering factors such as cost, benefits, risks, timing, buy-in, goals and values. 5. Support the Project Sponsor and Project Lead, including organisation of workshops, project meetings and project boards. This may include setting the agenda, facilitation of workshops, chairing project meetings, taking minutes and ensuring all actions are followed up. 6. Ensure that there are effective feedback mechanisms in place by championing a consultative and partnership approach to the development of plans and implementation of change. 	

7. When required, prepare evidence-based business cases, including the creation of appropriate documentation for submission to the University's governance process.
8. Work closely with the IT PMO and IT Project Managers to deliver projects, ensuring technical and business change requirements are integrated and developed in collaboration.
9. Identify and agree training needs for each phase of project implementation in order to support effective change management.
10. Identify, assess and monitor risks and impact associated with projects, recommending mitigating actions as appropriate.
11. Create and maintain communication plans targeted to all stakeholders to ensure appropriate consultation, information provision and that there is understanding of all activities being undertaken.
12. Prepare and present reports on project progress to project boards, steering groups, and members of the leadership team, as and when required.
13. Agree and monitor project budgets and resources.
14. Monitor completion of activities ensuring they are completed on time, to appropriate quality and within budget.
15. Ensure that wherever appropriate, best practice across the sector is explored, documented and put forward for implementation.
16. Contribute to the overall development and ways of working of the Strategy Implementation Team.
17. Provide constructive and timely responses to requests from members of the University's leadership team.
18. Provide ad hoc project management advice and support to colleagues as required.

As the needs of the University change the above job profile, duties and location of the role within the University will be adjusted accordingly.

Other duties and expectations

The duties listed above may be varied from time to time as dictated by the changing needs of the University. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

The location of this role is hybrid, with a minimum of two days working on campus (currently Tuesday and Thursday each week, but subject to change depending on the needs of the business).

Internal and external relationships

The post holder will be required to work closely with all colleagues within the Strategic Planning.

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- Senior Leadership Team
- Student Journey Division

- Marketing & Communications
- Human Resources
- Finance
- IT Services
- Administrative and academic staff in Schools

PERSON SPECIFICATION

Details of the qualifications, skills, abilities and experience that are needed to fulfil this role are set out below.

Job Title: Project Manager

Department: Strategic Planning

	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Educated to degree level or equivalent.	X		Application Form
A formal project management or other relevant professional qualification or training	X		Application Form
Skills and/or Abilities			
Excellent project management skills, including identifying and managing project risks and issues and effective stakeholder engagement	X		Application Form / Interview
Excellent planning and organisational skills, including attention to detail and multitasking skills	X		Interview
Flexibility in order to manage variable workloads and changing priorities	X		Interview
Ability to think strategically and implement change through effective communication and negotiation	X		Interview
Excellent written and oral communications skills, including effective and engaging presentation skills	X		Application Form / Interview
Highly developed interpersonal skills, including negotiating, influencing and relationship building with a diverse range of stakeholders at all levels	X		Application Form / Interview
Experience			
Demonstrable experience and a proven track record of setting up and implementation of major cross functional projects	X		Application Form / Interview
Experience of financial planning and reporting, budget management and monitoring	X		Application Form / Interview
Strong experience of team working; experience of leading and directing the work of others	X		Application Form / Interview
Experience of facilitating workshops and chairing meetings	X		Application Form
Experience of business analysis, requirements gathering and business case development	X		Application Form / Interview
Experience of working in the university sector or an understanding of the key issues facing the sector		X	Application Form /Interview
Other requirements			
Self-awareness and commitment to personal development	X		Interview
Demonstrable experience of a commitment to equality, diversity, and inclusion	X		Application Form