Job Description – Project Lead x2

About the Role

The purpose of the Project Lead role is to provide leadership and subject-matter expertise in one or more projects within the Apprenticeships Change Programme, one of the OU’s key strategic change programmes. The role will report into the Director of Apprenticeships in the Business Development Unit. The ideal candidates will have broad knowledge of how universities operate, the end-to-end student journey and/or degree apprenticeships. They will have strong analytical and report-writing skills, and be good at building relationships with stakeholders and leading teams.

Key Responsibilities

Key responsibilities will include:

1. To coordinate and advance the design of particular project areas, working with Project Managers, Subject-Matter Experts and Business Analysts.
2. To collaborate with business stakeholders to gather requirements, evaluate options and design aspects of a future apprenticeships delivery model.
3. To contribute to a robust and coherent future state model, working closely with other Project Leads and the wider Apprenticeships Change Programme Team.
4. To lead on design and delivery of specific outputs, agreed with Project Managers and other stakeholders, to meet required timescales and achieve defined benefits.
5. To work with Project Managers and the wider Programme Team in fostering a productive working environment, in which staff clearly understand their respective roles and objectives within each project area.

Skills and Experience

Experience of working in higher education, in a leadership role – within either a project, academic and/or operational management context

Subject-matter expertise in areas such as data and learning analytics, learning design, student induction and support, tuition, student communications, B2B provision and/or quality monitoring and enhancement – some of the key areas in scope of the projects

Creative and analytical skills to develop a vision and evidence-based design for strategic changes, innovations and improvements

Ability to present ideas and proposals in a compelling way, in writing and in person
Ability to lead a team and provide clear, consistent direction in addressing complex challenges

Ability to communicate and make connections with people, ensuring join-up between multiple projects and activities.