Job Description – Deputy Programme Manager / Senior Project Manager – AL Contract Implementation

About the Role

We are recruiting a Deputy Programme Manager / Senior Project Manager to manage work streams with the AL Contract Implementation Programme.

The ideal candidate will have effective leadership, relationship-building and communication skills, and be creative, pragmatic and proactive. They will be experienced in delivering projects/change in complex environments.

The Deputy Programme Manager will report to the Senior Accountable Executive.

Key Responsibilities

- Manage University-wide work streams from start to close, ensuring the achievement of key deliverables within agreed time, cost and scope thresholds and in line with the change and project framework;
- Act as Deputy Programme Manager and ensure full management support is provided to the faculty leads by the administrators through effective diary management, proactive secretariat support for meetings and other tasks as required.
- Responsible for the line management of Grade 7/Grade 6 staff supporting the work of the programme.
- Work with the Senior Accountable Executive, Faculty Leads, Programme Manager and key stakeholders to ensure that the processes and systems associated with these critical work streams are delivered. Support the mapping and tracking of the realisation of benefits to give assurance that they are met;
- As part of the wider programme governance structure, develop and agree appropriate work stream governance structures and processes to ensure clarity of roles and an effective framework for management decision making;
- Identify and facilitate the evaluation of different delivery options to enable key stakeholders to select an appropriate approach;
- Develop and agree a work stream plans that identify key activities, outputs and resource requirements and that provides a basis for monitoring project/ work stream performance;
- Lead and manage the performance of team members (including consultants, vendors and other external suppliers) to ensure effective utilisation of these resources and that their outputs meet defined quality, time and cost criteria. Identify, agree and implement remedial actions where necessary;
• Proactively identify and manage risks and issues
• Evaluate and challenge risk, issue, assumption and dependency logs to give assurance that these are appropriate;
• Adhere to OU project and financial governance and reporting processes to ensure that decisions are made by the right people at the right time and that you and the key stakeholders can monitor, control and evaluate the performance of the project/ work stream;
• Obtain stakeholder sign off of the completed products and deliver documentation that enables implementation, operation and ongoing support;
• Conduct assurance reviews within the project/ work stream, to give senior stakeholders confidence that the project/ work stream can deliver to time, budget and quality;
• Capture lessons learned from the work streams and share these with the Programme Management team to enable performance improvements.

Skills and Experience

Education, qualifications and training

Essential

• Degree level education or equivalent skills and experience

Desirable

• Change /HR Management Qualification
• IPMA Level C qualification (e.g. APM Practitioner)

Knowledge, work and other relevant experience

Essential

• Evidence of managing complexity, ideally within a higher education context
• Evidence of leading a team to achieve work objectives and strong interpersonal skills
• Strong problem solving skills and experience of proactively resolving issues
• Strong communication skills, both oral and written
• Strong IT skills and the ability to use a range of software packages including Microsoft Office.

Desirable

• Evidence of managing programmes and/or projects
• Evidence of benefit management and delivery
• Thorough understanding of ‘best practices’ in all aspects of project management
• Evidence of iterative improvement in project delivery
• Use of the OU configured PPM Solution (Microsoft Project Server) for managing projects (or equivalent in external recruitment)

Additional requirements / Special circumstances

Essential

• Occasional travel to University premises at various location across the UK
• A sound understanding of and a commitment to equal opportunities and diversity
Further Information

AL Contract Implementation Programme

The University has in the region of 4000 associate lecturers (ALs) and they play a key role in the delivery of tuition. Following a successful ballot in January 2019 the University is committed to working with its stakeholders to implement a new contract for associate lecturers. This multifaceted programme will provide the successful applicant with the opportunity to work with stakeholders (including the University and College Union) across the University.

The Programme team will be working in partnership with faculties and therefore an understanding of faculty working would be an advantage.

If you would like more information about the roles, please email Laila Burton
(laila.burton@open.ac.uk)