Job Description – Senior Project Manager

About the role
To project manage a number of complex projects, from inception through to handover to business, ensuring the delivery of specified products and services within agreed time, quality and cost parameters.

To develop, streamline, and nurture key relationships with project stakeholders, encouraging a future-orientation and championing the values of the organisation.

Key Responsibilities
- Engage with key stakeholders to identify project objectives and key products to be delivered.
- Develop project specifications, agree project plan baseline including scope, key activities, deliverables, resource requirements, milestones, and deadlines.
- Utilise project plans and schedules to monitor all activities.
- Manage relationships amongst stakeholders by building confidence and trust with clear professional communications and assured expectation management.
- Ensure team members are informed, have clear goals, and work collaboratively and in partnership with clients and other stakeholders to achieve planned outcomes.
- Drive project execution; track delivery; expect, monitor and control change, own change management; pro-actively seek and resolve blockers.
- Record information accurately and consistently using appropriate systems and provide and communicate timely information to relevant parties.
- Seek stakeholder insight and feed it into improved processes while ensuring compliance with governance and standards.
- Manage projects within agreed governance structures and processes, to ensure consistency of approach and efficient use of resources.
- Conduct progress reviews to give stakeholders confidence that projects will deliver to time, budget and agreed standards.
- Conduct reviews to assess project outcomes and to identify and capture lessons learned to enable continuous improvement. Contribute to the provision of documentation for new or improved processes, products and services and to ensure that good practice is disseminated throughout the organisation.
- Take a flexible approach to task boundaries where appropriate.
Skills and experience Education, qualifications and training
Higher education qualification or equivalent professional experience is essential
A recognised qualification in project management (e.g. APM, PRINCE2) is desirable

Knowledge, work and other relevant experience
Candidates should have a track record of successful management and delivery of projects as well as experience of successful partnership working, relationship development and management.

It would be useful to have a knowledge of contemporary open and distance learning, educational technology, experience of using a range of project management tools and techniques including agile and lean as well as experience of working within a complex organisation.

Personal abilities and qualities
Excellent communication: communicates with clarity and confidence at all levels; adapts style and content to the needs of the audience.

Influencing and relationship building: proactively builds productive relationships with internal and external partners; presents robust and convincing arguments in the face of challenge while remaining respectful of others’ views; negotiates effectively to agree realistic outcomes.

Planning and Organising: plans, schedules, prioritises and allocates work effectively; delivers to multiple and challenging deadlines; monitors progress against plans using project management techniques or other recognised methods such as Agile.

Continuous improvement: identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills. Creates momentum and excitement around initiatives and new approaches.

Delivering results: remains calm, effective and positive even when under pressure; takes ownership for delivering outcomes.

Initiative and problem solving: identifies problems, provides / facilitates the creation of options and recommendations and uses initiative to drive solutions; identifies and manages risk.