

JOB DESCRIPTION AND PERSON SPECIFICATION		
Job Title: 4Fashion Programme Manager		Accountable to: Director of Change, London College of Fashion
Contract Length: 2 year Fixed Term Contract	Hours per week/FTE: 35	Weeks per year: 52
Salary: £45,603 pa		Grade: 6
College/Service: London College of Fashion		Location: 20 John Princes Street, London, W1G 0BJ, other LCF sites as required, Stratford
<p>Purpose of Role:</p> <p>The purpose of the role is to provide comprehensive programme and project management to a number of interrelated programmes and projects within the change programme associated with LCF's move to Stratford, as well as leading specific projects as required.</p>		
<p>Duties and Responsibilities:</p> <p>Role Specific Duties</p> <ul style="list-style-type: none"> • Work with the Head of College, the Director of College Administration and the Director of Change on the strategy, development and coordination of the change programme, managing the interdependencies between work streams, including the identification and monitoring of risks and issues • Co-ordinate with work stream leads to develop detailed plans, monitoring and reporting progress against plans, and supporting leads to take swift action to address emerging issues and risks and ensure activity remains on track • Prepare and maintain all appropriate documentation (overall plan, detailed plans, risk registers etc) • Manage the day-to-day drive of the project activity, checking progress and motivating individuals to achieve their objectives • Provide regular progress reports, escalating key considerations and required decisions • Build relationship within the programme and with all other relevant projects and programmes • Undertake research and analysis in support of the programme, presenting this analysis to key stakeholders and groups, such as the Stratford Steering Group • Work collaboratively to plan, facilitate and support programme and project events • Work with 4Fashion team members and colleagues within IER to ensure that the communication collateral around the project is timely, relevant and engaging • Support colleagues in project closure and lessons learnt reviews, highlighting considerations and recommendations as appropriate • Support the development of project management capability within LCF • Lead specific projects within the change programme, as required, incubating initiatives related to 		

the programme where it is not yet clear where they sit

- Line manage staff as may be appropriate, including significant responsibility for delivering results by working through others

General Duties

- To performing such duties consistent with the position as may from time-to-time be assigned anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To commit to personal development through effective use of the University's appraisal and staff development process.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head of College, Director of College Administration and Director of Change
- Other members of LCF Executive Group and College Operating Group
- Other members of Stratford Steering Group
- UAL Change Manager
- LCF/UAL Internal and External Relations teams
- HR Business Partner, LCF and UAL HR staff

Specific Management Responsibilities:

Budgets: N/A

Staff: Yes

Other: Significant task leadership responsibility

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: 4Fashion Programme Manager Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	Relevant degree
	Relevant post graduate qualification (desirable)
	Relevant professional Programme/Project Management Qualification, e.g. APM Practitioner Qualification, AgilePM, MSP Practitioner (desirable)
	Ability to provide challenge and support in a constructive way in order to influence, establish trust and seek constructive outcomes
	Ability to identify tensions, set priorities and make trade-offs between the strategic and pragmatic
	Ability to weigh up competing views to generate ways forward and implement plans aligned with programme and project objectives
Relevant Experience	Ability to achieve results through others, working across organisational and hierarchical boundaries
	Demonstrable experience of programme/project management, preferably within a change programme or complex organisational environment
	Experience of combining personal and technical project management techniques and tools to achieve desired objectives, engage people and manage relationships
Communication Skills	Experience of analysing data to inform change planning and implementation
	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives

Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: May 2018