

JOB DESCRIPTION

Job Title: Programme and Projects Manager

Reports to: Director of Change, CCW

Contract Length: Permanent

Hours per week: 35

Weeks per year: 52

Salary: £44,708 - £53,865

Grade: 6

College/Service: CCW **Location:** Camberwell, Chelsea and Wimbledon Colleges

Purpose of the Role

Responsible for providing comprehensive programme and project management skills and expertise to a number of interrelated projects within CCW's Change Programme, in addition to standalone projects, as required.

Key Responsibilities

Role Specific Duties

Co-ordinate CCW's Change Programme projects and manage the inter-dependencies including identification and monitoring of risks and issues.

Develop stream-level detailed plans, monitor and report progress and take swift action to address emerging issues and risks and ensure activity remains on track.

Prepare and maintain all appropriate project documentation e.g. Project briefs, Project plans, risk registers, etc.

Manage the day to day drive of the project activity, checking progress and motivating individuals to achieve their objectives.

Build relationships within the programme and with all other relevant projects and programmes; responding to the implications of interdependencies.

Work collaboratively with relevant colleagues to plan, facilitate and support programme and project events.

Track progress against plans, ensuring the programme and projects are delivered on time, within budget and to the agreed specification and quality throughout the life of the project.

Provide regular progress reports to the Change Director, Project Boards and CCW Executive, escalating key considerations and required decisions as appropriate.

Establish controls to manage and monitor project timescales and budgets, recommending or taking appropriate action to overcome delays, difficulties or cost over-runs.

Implement appropriate change control mechanisms in order to manage scope and evaluate the impact of requested changes, presenting information where relevant for decision making.

Work with project members and relevant Communications staff to ensure that communications are timely, relevant and engaging.

Work with line managers and senior managers to resolve competing demands on staff and other resources.

Lead project closure and lessons learnt reviews, highlighting considerations and recommendations as appropriate.

General Duties

Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

Undertake health and safety duties and responsibilities appropriate to the role

Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities

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

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 Relationships

- CCW Executive
- Change Manager
- Associate Deans and Programme Directors
- Managers
- CCW/UAL Internal Communications teams
- HR Business Partner, CCW and UAL HR staff

Specific Management Responsibilities:

Budgets: N/A

Staff: significant responsibility for delivering results by working through others

Other: Significant task leadership responsibility

Person Specification	
Specialist Qualifications	Relevant professional Programme/Project Management Qualification, e.g. APM Practitioner Qualification, AgilePM, MSP Practitioner (desirable)
Relevant Experience	<p>Experience in drawing together interlinked projects for delivery under a single programme, driving activity forward and monitoring progress</p> <p>Experience of working within a change programme environment, seeing it through analysis, design, implementation and operational support.</p> <p>Demonstrable experience in all phases of the project management lifecycle</p> <p>Able to combine personal and technical project management techniques and tools to achieve desired programme and project objectives, engage people and manage relationships.</p> <p>Experience of management within a significant change programme in a complex organisational environment</p>
Communication Skills	<p>Communicates technical or specialist ideas or information persuasively, adapting the style and message to a diverse audience in an inclusive and accessible way</p> <p>Able to provide challenge and support in a constructive way in order to influence, establish trust and seek constructive outcomes</p> <p>Has highly developed communication skills, both written and oral, confidently able to engage with colleagues at all levels</p>
Leadership and Management	<p>Able to identify tensions, set priorities and make trade-offs between the strategic and pragmatic</p> <p>Able to weigh up competing views to generate ways forward and implement plans aligned with programme and project objectives</p> <p>Able to achieve results through others, working across organisational and hierarchical boundaries</p>
Planning and managing resources	Effectively plans and co-ordinates operational activities to achieve programme and project objectives.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team

	<p>collaboration.</p> <p>Engages with stakeholders and colleagues at all levels to establish trust and seek constructive outcomes</p>
Student experience or customer service	Makes a significant contribution to improving the student experience, promoting an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation.