

Transformation Project Manager

DIRECTORATE OF STRATEGY, PLANNING, AND DATA INSIGHTS

Closing date: **05 November 2026**

Interview date: **To Be Confirmed**

Reference number: **PLA036A**



**Healthy
Working
Lives**



INTRODUCTION

An exciting opportunity has arisen to join a new Transformation Office within the Directorate of Strategy, Planning, and Data Insights at the University of Aberdeen, under a new role of Transformation Project Manager. The new role will provide key project services across the University's portfolio of institutional change and transformation projects and programmes, as we work to support the Senior Management Team in taking forward initiatives designed to meet institutional strategic ambitions.

This is an excellent opportunity in a role that will make a direct and positive contribution at the highest level of the University. Based in our Old Aberdeen campus, you will be responsible for providing proactive and high-quality project management and project related services to institutional transformation and change projects and programmes; working in support of senior University management, project sponsors, and other key projects stakeholders from across a number of key functions.

The transformation and change projects and programmes the postholder will manage will vary. They will include managing key workstreams within an ongoing organisational transformation programme, designed to oversee transition across the University's professional services and academic functions into a new operating model, which includes establishing a new four-faculty academic structure. It will also include managing the University's Martyn's Law Programme, designed to drive transformation and change based on new, UK-wide legislative requirements.

The postholder will also play a key part in supporting the University's wider project management function. This will include supporting the exercise of oversight and reporting on progress against the institutional portfolio of strategic projects and programmes; serving as a key point of contact in maintaining and further developing the University's Project Portfolio Management System; supporting and contributing to the ongoing development of the University's project-related methodologies, frameworks, tools, and templates, with an ethos for continuous improvement; and providing assurance services to projects and programmes, alongside training and support where required.

Educated to degree level with strong experience in a project management role, you will be an ambitious, self-starting and enthusiastic team-player who can work effectively at every level of the University, and with key external partner organisations. You will have a strategic mindset and the ability to translate high-level strategic objectives into tangible activities at an operational and tactical level. You will demonstrate excellent organisational and prioritisation skills that will enable you to make a meaningful contribution across different projects and activities, and you will have excellent writing skills, with a requirement to draft reports for audiences that will include Project and Programme Boards, the University Executive Group, and the University Court. You will also be an effective communicator with excellent interpersonal skills; someone with the ability to build effective working relationships with diverse stakeholders across the University, including senior managers.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

The Transformation Project Manager will primarily be responsible for managing transformational projects and programmes at institutional level within the University. The secondary function will be to contribute to University's strategic portfolio management function, which includes monitoring performance across the portfolio of strategic projects, programmes and change initiatives, reporting into oversight groups as appropriate. This part of the role will also involve contributing to the maintenance and development of the University's project and programme management methodologies, and associated processes, tools, and templates, while in parallel, providing assurance, training, and support services on projects or to project stakeholders across different portfolios; for example, within the University's Digital and Estates functions.

KEY RESPONSIBILITIES:

- Manage the delivery of selected strategic, transformational projects and programmes; ensuring delivery of agreed outputs, outcomes, and benefits.
- Manage stakeholder engagement and communication, collaborating with and supporting Sponsors, key project stakeholders, subject matter experts, and external partners.
- Manage and coordinate cross functional-project teams or stakeholder groups as part of matrix-based arrangements; providing direction, resolving issues, and ensuring effective performance.
- Prepare proposals for project governance, based on the University's Project and Programme Management Methodologies.
- Prepare outline and full business cases, including direct authorship where needed; ensuring clarity of scope, options appraisals where applicable, expected benefits, and resource requirements.
- Manage the process of scope development, working with key stakeholders as appropriate.
- Develop high-quality project plans, with dependencies identified, deliverables phased appropriately, and timelines adequate based on available resource.
- Identify, assess, and manage project risks, issues, and dependencies, escalating where required.
- Develop and monitor benefits realisation plans to ensure improvements are measurable, evidenced, and delivered.

- Assist in preparing project budgets and maintain accurate financial tracking supported by the Finance team, where applicable.
- Monitor resource utilisation and contribute to forward resource planning.
- Serve as a point of contact for the University to an external provider, with respect to the University's Project Portfolio Management system.
- Support the management and coordination of the wider strategic portfolio, including contributing to the development of the reports on progress to the relevant oversight groups, including the University Executive Board.
- Contribute to the PMO's ownership and continuous improvement of the University's Project and Portfolio Management Methodologies.
- Provide training, guidance, and support to Project and Programme Boards as part of providing wider assurance and support services.
- Fill the Project Assurance position on select Project Boards on projects across the Estates and Digital portfolios, ensuring projects are run effectively and in line with agreed processes.
- Provide support in horizon scanning, and overseeing the dissemination of new developments, news, events, and developments from across the project sector.

CANDIDATE BACKGROUND

The successful candidate will be educated to degree level, with good experience as a project manager, ideally within a Higher Education setting. The candidate must be able to demonstrate that they have the appropriate project management skills, knowledge, experience and confidence to come into a fast paced, pressured project environment, to provide the level of high-quality project services as required. An ability to self-start, and to adapt and learn where needed, while continuing to progress objectives to a high standard, is also required. This in turn requires a candidate who has the drive, enthusiasm and ambition required to make a difference. Note: training opportunities will be available to the successful candidate.

TERMS OF APPOINTMENT

Salary will be at the appropriate point on Grade 6, £39,650 – £46,970 per annum, and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information please refer to our Homeworking Policy.

AT A GLANCE:

SALARY:

Grade 6

£39,650 – £46,970 per annum

HOURS OF WORK:

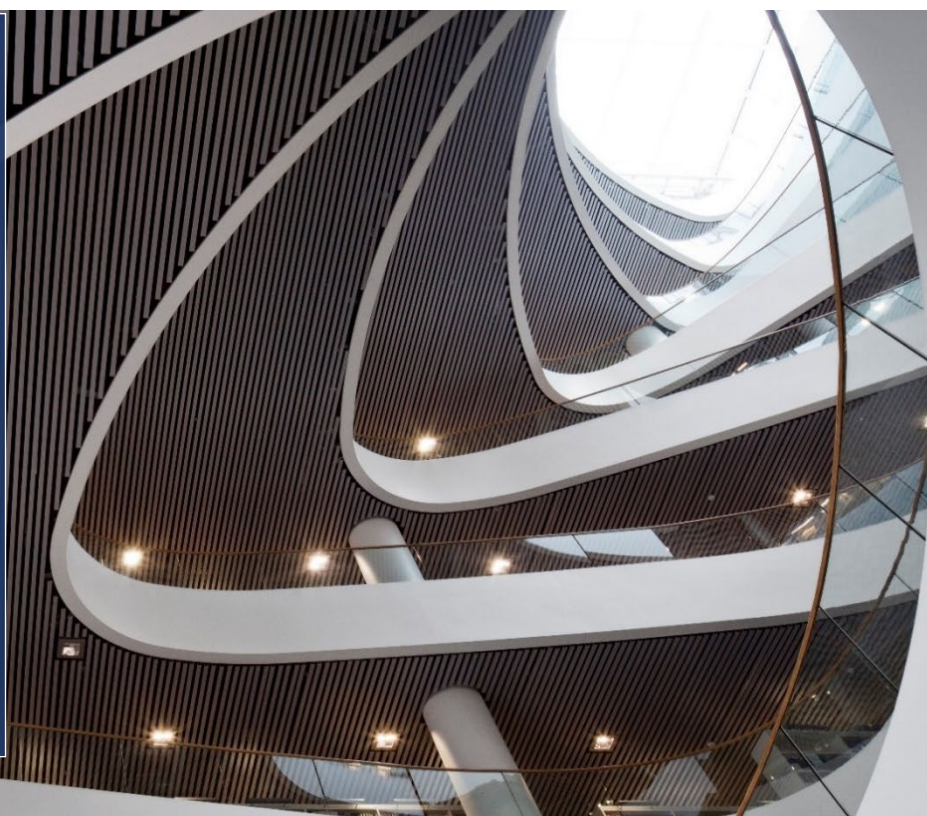
Full-time, 37.5 hours

CONTRACT TYPE:

Substantive

LOCATION:

Aberdeen



Person specification

	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	- Educated to degree level or equivalent relevant experience. - Formal project management qualification, i.e. PRINCE2 Practitioner, APM PMQ, AgilePM, MSP, or equivalent demonstrable project management expertise.	- Relevant postgraduate qualification. - Change management qualification, i.e. Prosci, APMG Change Management. - Portfolio, Programme or PMO-related qualification.
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	- Experience of delivering complex organisational change or transformation projects involving multiple stakeholders, ideally within an HE setting. - Significant experience of managing projects through the full project lifecycle, from initiation through to implementation and benefits realisation. - Experience of either developing or writing project documentation, including business cases, project plans, risk registers, benefits plans and project reports. - Experience of stakeholder management across diverse groups, including senior leaders and subject matter experts. - Experience of delivering training to Project Board or affiliated groups, or in facilitating or leading workshops or meetings. - Experience of monitoring project performance and reporting progress to Project Boards or oversight groups. - Experience of working within recognised project management methodologies and frameworks. - Experience of developing project management methodologies, frameworks and templates.	- Experience of managing projects within a Higher Education environment. - Experience of project portfolio management or PMO functions. - Experience of financial planning, budget monitoring and resource management within projects. - Experience of working with project portfolio management software and reporting tools. - Experience of supporting project assurance, governance reviews or audits. - Understanding of key issues affecting Higher Education Sector.
Personal qualities and abilities e.g. initiative, leadership, ability to work on own or	Excellent organisational and planning skills, with the ability to manage multiple priorities simultaneously.	

with others, communication skills

ESSENTIAL

- Excellent written communication skills, including the ability to write high-quality papers, reports, and project management documentation.
- Excellent oral communication skills, with the ability to confidently give briefings and presentations to Project Boards and other project-related groups, and to senior management.
- Strong interpersonal and influencing skills, with the confidence to engage effectively with stakeholders at all levels, including senior leaders.
- Ability to build collaborative and productive working relationships across organisational boundaries.
- Highly motivated self-starter able to work independently with minimal supervision.
- Ability to remain resilient and effective in a fast-paced and changing environment.
- Strong attention to detail alongside the ability to maintain focus on strategic objectives.
- Ability to challenge constructively and to provide constructive feedback.
- Commitment to continuous improvement and professional development.
- Strong analytical and problem-solving skills, with the ability to interpret complex information and develop practical solutions.

DESIRABLE

UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.



12TH IN UK
Guardian University
Guide 2025



15TH IN UK
The Times &
The Sunday Times
Good University
Guide 2025



**37TH IN THE
WORLD FOR
SUSTAINABILITY**
QS World Rankings 2025



**10TH IN UK
FOR SOCIAL
IMPACT**
THE Impact Ranking 2024
Based on UN SDGs

CURRENT CONTEXT

The University continues to uphold the principals of the foundational purpose. We remain committed to delivering positive change both locally and globally. We work together and with our partners in an interdisciplinary way, catalysing world-leading research in our areas of strength: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing. We are investing in our future and have committed £100m to upgrading our campus, including the new fully digitised Science Teaching Hub. Our commitment to our students, campus and community has led to us being named a Top 20 UK institution in two major league tables¹ and 4th in the UK for overall student satisfaction².

¹ The Times and Sunday Times Good University Guide 2024 and the Guardian University Guide 2025

² National Student Survey (NSS) 2022

ABERDEEN 2040

On our 525th anniversary as a University we launched [Aberdeen 2040](#), our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- **Interdisciplinary**
We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- **International**
We connect with others and extend our networks and partnerships around the world. We think across borders.
- **Sustainable**
We understand and nurture our environment, and take care of our resources, including our people and finances.

We work responsibly.

OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.



INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships around the world, including Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students³.

IMPACT

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2024 we were listed in the global Top 100 for 8 of these goals⁴.

Our highly cited work in zero-carbon technology and global outlooks makes us Scotland's best institution for environmental research in 2022⁵.

³ Times Higher Education World University Rankings 2024

⁴ Times Higher Education Impact Rankings 2024

⁵ QS World University Rankings 2022

ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including [His Majesty's Theatre](#), [Music Hall](#), [Art Gallery](#), [the P&J Arena](#), [Museums](#), and [Beach Leisure Centre](#). The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find out more visit www.visitabdn.com

EQUALITY AND DIVERSITY

The University values and celebrates a diverse working and learning environment and recognises the richness this brings, both in terms of contributing to the success of the University and creating safe and inclusive cultures. The University welcomes applications from individuals with diverse lived experiences.

The University supports flexible working, including hybrid working arrangements, and has policies in place to facilitate this where it is appropriate. The policies can be found at <https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php>.

The University is committed to progressing gender equality across all its functions and has been a proud member of the Advance HE Athena Swan Charter, achieving an institutional Bronze award, one Silver departmental award for the School of Psychology and eleven departmental Bronze awards. LGBTQ+ equality is championed through the University's membership of the Stonewall Diversity Champions Programme, where the University has achieved a Silver award in the Workplace Equality Index. The University is on a continual journey to respond to, and combat, GBV in our community and beyond. We are proud to be working towards the EmilyTest Charter, in partnership with the charity, EmilyTest. We all have a role to play in knowing how to signpost colleagues and students to support for gender-based violence, and training and support is available to all staff on this topic.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the Charter's aim of improving the representation, progression and success of staff and students who identify as belonging to a racialised group. The University launched its Antiracism Strategy in 2022, representing a bold framework for progress on race equality. Recognising the importance of addressing the under-representation of racialised groups in the senior team, the University's new Recruitment and Selection Policy embeds specific positive action measures to address this.

The University is delighted to be accredited as a [Disability Confident](#) employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment. The University's Wellbeing Strategy commits it to progressing work to tackle stigma related to mental health and action to promote and improve health and wellbeing for staff and students. Candidates who are British Sign Language (BSL) users can contact us directly by using [contact SCOTLAND-BSL](#)

The University's work on equality, diversity and inclusion is supported by a range of networks and engagement activities, designed to provide safe spaces and raise awareness of the support available and the steps everyone can take to create inclusive campuses.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at <https://www.abdn.ac.uk/jobs>

The closing date for receipt of applications is **05 November 2026**

Should you wish to make an informal enquiry please contact:

Iain Grant, Interim Director of Strategy, Planning, and Data Insights

i.grant@abdn.ac.uk

Please do **not** send application forms or CVs to Mr Grant.

Please quote reference number **PLA036A** on all correspondence