Project Manager

Job Ref: REQ260846

School/Department summary:

Loughborough University are looking for an experienced Project Manager with a demonstratable background in project delivery to join our Project Management Office. The position will support the delivery of business, technology and organisational projects on the PMO Project Portfolio.

The Project Management Office sits within IT Services and consists of 12 project management professionals and together delivers university-wide projects working collaboratively with senior leaders, operational managers and teams from across the institution.

As a member of the PMO, you can expect:

- Support in developing your career, allowing you to progress towards your goals in a friendly environment
- Mentoring and development opportunities including support from colleagues with substantial industry and sector experience
- To work closely with all of our partners from across the University to support University change, digital transformation and deliver outstanding levels of service that are recognised as the best in the country by our students in the National Student Survey
- A supportive dynamic working policy with flexible home/hybrid working where possible
- A superb 440-acre green site in the heart of Leicestershire with first-rate facilities, plenty of open space, gardens, and sports areas
- A great salary and benefits package, generous holiday allowance and pension scheme

Role Outline

You will be responsible for leading and delivering projects across the full project lifecycle within a complex organisational environment, ensuring successful outcomes that align with strategic and operational objectives. The role requires managing and coordinating all stages of project delivery, including requirements definition, design, implementation, transition into service and project closure while working effectively within agile and/or waterfall methodologies. The postholder will possess a good understanding of project governance and delivery, enabling them to coordinate multidisciplinary teams and stakeholders. They will be proactive in engaging with new systems and services, driving continuous improvement, and committed to developing their professional skills to support the successful delivery of innovative and sustainable solutions.

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Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

To plan, schedule and manage projects to agreed requirements, delivering to timescales, budget, acceptance criteria, quality criteria and contractual commitments.

Job Duties

- To plan and manage projects from outline business case through implementation and to handover, ensuring effective governance, risk and quality management, scope management & change control, stakeholder engagement, and successful delivery of agreed objectives within timescales

- To lead one or more project teams, including third party suppliers, developing and maintaining resource plans and monitoring resources to ensure that they are contributing effectively. Allocate work and responsibilities to members of the project team. Monitor and control team performance and the quality of work against plans, taking any necessary action to resolve issues.

- To be accountable for the financial control and management of all elements of the project and the delivery of the agreed financial targets. Agree estimated resource requirements and costs with senior management and maintain effective financial and project forecasting, planning and reporting. Monitor actual project performance and progress against the plans, taking any necessary action to correct variances in quality, time scales or cost.

- To liaise with management at all levels within the university, managing their expectations for projects. Co-ordinate relationships with and between key stakeholders, during the design, management and implementation of business change.

- To develop and manage defined communication channels and stakeholder groups. Promote products and services at a high level, both internally and externally.

- To define, track and report benefits throughout the project lifecycle and support post-implementation reviews to ensure intended business outcomes and benefits are realised.

- To ensure compliance with organisational policies, audit requirements, regulatory obligations and project management standards.

- To manage any procurement exercises, including the preparation of the invitation to tender, technical, contractual and financial evaluation of the proposed tenders.

- To establish and maintain project risk & issue management processes, ensuring risks are identified, assessed, mitigated and escalated appropriately.

- To provide regular reports on programme and project plans and progress for relevant departmental and University committees.

- To support the Project Portfolio Manager in the implementation and optimisation of project management processes and techniques.

- To undertake any other duties which may reasonably be required by the Project Portfolio Manager or Team Lead.

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Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the: PMO Project Team Manager
Direct Reports: N/A
Budget Responsibilities: Project Specific (As required)
Structure Chart: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Demonstratable track record of successfully delivering medium to large projects using recognised project management methodologies (e.g. PRINCE2, APM, PMI), from initiation through to implementation and closure.	1, 2 ,3
	Experience of managing business change projects within a large, complex organisational environment, including stakeholder engagement, governance, risk management and benefits realisation.	1, 2, 3
	Experience of leading cross-functional project teams and suppliers, while managing project resources, budgets, schedules and delivery outcomes.	1, 2 ,3
	Experience using project management tools and techniques, including planning, scheduling, risk management, work breakdown structures and MS Project (or equivalent).	1, 2, 3
Skills and abilities	Strong stakeholder management, communication and influencing skills, with the ability to engage effectively with colleagues at all levels, including senior leaders and governance groups.	1, 2, 3
	Strong organisational, analytical and problem-solving skills, with the ability to manage competing priorities and deliver projects independently within agreed timescales and budgets.	1, 2, 3

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	Ability to build productive relationships, lead teams within a matrix-management environment, and resolve issues and conflicts constructively.	1, 2, 3
Training	Relevant project management qualification (e.g. PRINCE2, APM PMQ, PMP) or equivalent demonstratable professional experience.	1
Qualifications	Degree or equivalent professional qualification, or significant relevant project management experience.	1, 3
Other	Demonstrates commitment to equitable and inclusive working practices, respecting diversity of thought and supporting freedom of speech and expression.	3
	Knowledge of customer behaviours, needs and expectations, including focussing on the needs of the ultimate customer	3

Desirable Criteria:

Area	Criteria	Stage
Experience	Experience of working in HE or a similarly large complex organisation.	1, 3
	Experience of Agile, Scrum or other recognised delivery approaches.	1, 3
	Experience of working within a PMO environment.	1, 3
	Knowledge of EDI, GDPR and Information Governance requirements	1, 3
Qualifications	PRINCE2/PMP Certification	1, 3
	ITIL v3 Foundation training and accreditation.	1
	APMG Agile Project Management Foundation	1

Conditions of Service

The appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

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Our Accreditations

We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

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