



SENIOR PROJECT MANAGER

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Senior Project Manager

Grade:

I

Department:

Governance, Legal &
Strategic Projects

Line Manager Job Title:

Director of Governance,
Legal and Strategic
Projects

Job purpose

The Governance, Legal & Strategic Projects Team works closely with the Board and Executive leadership of the university. It's focus is on ensuring the university's compliance with legal and regulatory requirements whilst providing oversight of the strategic planning and risk management framework.

The primary purpose of the Senior Project Manager is to be responsible for the project management, planning and delivery functions across a range of strategic and institutional-wide projects to ensure that they are delivered on time, within budget and within scope. The Senior Project Manager will lead projects which are complex and challenging and therefore higher risk.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence
We don't fear failure; we learn from it
We challenge ourselves



We're better together
We create synergy when we collaborate
We celebrate our successes



About people, cultures, ideas
We're inclusive and welcoming of new perspectives
We encourage learning and growth

Main responsibilities

- 1 Lead a programme of strategic projects working with colleagues across the institution to ensure timely and effective delivery of outputs.
- 2 Integrate multiple projects into a unified roadmap.
- 3 Develop programme plans, schedules, milestones, and critical paths.
- 4 Build strong relationships with senior stakeholders, sponsors, and cross-functional leaders.
- 5 Lead and direct senior stakeholder meetings and project steering boards.
- 6 Negotiate and manage complex inter-dependencies cross the strategic portfolio.
- 7 Deliver complex projects at scale in excess of £1.5m.
- 8 Lead change management or multi stakeholder business transformation programmes.
- 9 Provide high quality project, secretariat and administrative oversight. This includes leading the meeting agenda and formal note taking of meetings as required, as well as, capturing and ownership or delegation of actions.
- 10 Develop and maintain appropriate project documentation including business case proposals, project charters, workstream plans, risk & issues logs, stakeholder & communications plans, lessons learnt and closure reports. Implement continuous improvement practices.
- 11 Oversee the programme or project action logs, managing the progress and pace of actions ensuring owners are kept on track, updating against progress and ensuring deadlines are met.
- 12 Provide regular status reports and performance updates to VCET and other stakeholders; escalating risks and interdependencies as necessary.

- 13** Build and maintain effective and productive working relationships with stakeholders, colleagues, clients and third parties.
- 14** Support the day-to-day activities of several projects to ensure they progress against the agreed timescale, scope, dependencies, risks mitigation, output and outcome.
- 15** Monitor and evaluate the effectiveness of project delivery and implementation, feeding back as required to improve the effectiveness of the Strategic Projects function.
- 16** Analyse datasets and complex information to produce reports or presentations as required.
- 17** Oversee and be responsible for the Business Cases that are created through the Discovery process, working closely with the stakeholders and sponsors to ensure a thorough document that is ready for approval stages.
- 18** Identify new project tools as well as creating and updating the project templates to be utilised by the university staff ensuring they are line with standard operating documents.
- 19** Work closely with the Director of Governance, Legal and Strategic Projects to contribute to team resource planning and priority of projects, activities, and discoveries.
- 20** Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies.
- 21** To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person specification

1. Position details

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| Job title: Senior Project Manager |
| Grade: I |
| Department: Governance, Legal & Strategic Projects |
| Line manager job title: Director of Governance, Legal and Strategic Projects |

2. Person requirements

| Job requirements | Assessment criteria | |
|--|---------------------|-------------|
| | (e)ssential | (d)esirable |
| Qualifications & training | | |
| Relevant project qualification (Prince2, Lean, or Agile). | E | |
| Advanced IT skills in the Microsoft Office suite. | E | |
| Experience | | |
| Experience of Agile working practices. | E | |
| Experience of supporting strategic and cross-institutional projects from creation through to delivery. | E | |
| Experience of coordinating projects within Higher Education, Public or Private Sector. | E | |
| Comprehensive experience of project principles, techniques and tools. | E | |
| Proven track record of managing significant budgets (>£1.0m) and enterprise-level projects. | E | |
| Experience of using project management tools (Jira, Monday, MS Project, Asana) | E | |
| Knowledge, skills & competencies | | |
| Ability to organise complex schedules and meetings in a time-critical manner. | E | |
| Able to prioritise work independent of direction. | E | |
| Strong interpersonal, oral, presentation and written communication skills. | E | |
| Ability to be diplomatic, persuasive and credible with both colleagues at C-Suite level as well as professional service staff and academics who are experts in their fields. | E | |
| Strong analytical skills and the ability to present complex information clearly and concisely. | E | |

| General attributes & personal qualities | | |
|--|---|---|
| Ability to maintain confidentiality and discretion when coordinating strategically sensitive projects. | E | |
| Customer focused – anticipates the requirements of the customer (whether they be internal or external) and meets those needs in a timely manner. | E | |
| Manages routine processes and procedures effectively, is highly organised, prioritises tasks and meets deadlines. | E | |
| Ability to work with senior leaders and stakeholders, adapting approach accordingly. | E | |
| Able to work well under pressure with limited supervision. | E | |
| Ability to work collaboratively, with a 'can-do' mentality and agile mindset. | E | |
| Highly resilient in the face of adversity and unexpected change. | E | |
| Other / special requirements | | |
| Committed to continued professional development, undertaking training as required. | | D |