

Strategic Project Manager

Job Description

The Role

Job title:	Strategic Project Manager (Transformation Projects)
Department:	Transformation Team
Responsible to:	Transformation Director
Location:	RAU Campus, Cirencester, Gloucestershire
Salary:	Grade 8: £37,099 - £44,262 per annum / pro rata for part time
Term:	Full time 35 hours or Part time 30 hours per week; permanent

Relationships with: Internal: Transformation Team, Executive Team; Vice-Chancellor's Advisory Group (VCAG); Senior Academic Leadership, All Business Development areas; Innovation and Learning Directorate; Campus Experience Directorate; Estates and IT Services Directorate; Academic staff; Finance

External: UK and international stakeholders including Professional, Statutory and Regulatory Bodies (PSRBs); Quality Assurance Agency; international partners

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employees already work flexibly include part-time, job share, hybrid-working and compressed hours.

Purpose

The Strategic Project Manager (SPM) will drive strategic transformation projects and initiatives across the Royal Agricultural University. As part of the Executive Transformation Team, the post holder will work to facilitate and coordinate delivery of key change and strategic projects, working with teams across the University on their delivery in a timely and efficient manner. The SPM will help to embed and instil a Project Management approach across the University, working with lead areas including research, international and professional training.

The Strategic Project Manager will engage with a broad range of both internal and external stakeholders, engaging with networks both in the UK and overseas.

Key Responsibilities

1. Drive and deliver strategic projects and initiatives that align with the RAU Strategy 2023-2028, through:

- (i) Utilisation of the planning cycle and working with the Transformation Director to identify and prioritise current projects and initiatives for delivery,
 - (ii) Developing Project Initiation Documents/Project Mandates and Business Cases with a clear articulation of benefits realisation for consideration and agreement by university leadership for each project and initiative;
 - (iii) Agreeing resources, timescales and key milestones for project and initiative delivery;
 - (iv) Working with Project/Directorate leads on delivery, ensuring projects and initiatives are kept to time and budget;
 - (v) creating and leading appropriate project management structures (e.g. Project Steering and Delivery Groups), including developing Terms of Reference and developing and maintaining meeting documentation;
 - (vi) ensuring both academic and professional services are engaged appropriately in the delivery of projects and initiatives;
 - (vii) working with Project/Directorate leads on risk and issues management, including maintaining risk registers and issues logs;
 - (viii) working with Finance team to manage project and initiative budgets, identifying sources of revenue generation as appropriate;
 - (ix) lead and manage project and initiative change control processes, gaining agreement through the appropriate University structures;
 - (x) working with External Relations, manage and develop project and initiative communications internally and externally;
 - (xi) reporting to university leadership and through the university governance structure on progress of projects and initiatives, through and including development of project and initiative highlight reports;
- 2.** Apply appropriate project management methodology to projects and initiatives, and instil a consistent and coordinated project management approach across the University, developing best practice and a project management toolkit as a 'Project Management Office';
 - 3.** Ensure project records are of a high standard and documentation is open and transparent for audit purposes and where required led and engage in audit and project assurance processes;
 - 4.** Manage evaluation and lessons learned exercises for projects and initiatives both individually and collectively, ensuring any recommendations are actioned and delivered by the appropriate University lead;
 - 5.** Identify opportunities for improvement in quality and customer service across the University including policies, procedures, processes and data improvements, ensuring changes are delivered and embedded across the University.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.

- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Education and Qualifications:		
Educated to Degree Level or equivalent qualification	E	A
Project Management qualification and/or equivalent experience	E	A, B
Knowledge, Experience and Skills:		
Proven track record of successfully leading strategic projects or initiatives in a fast-paced environment	E	A
Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment)	E	A, B
Understanding and demonstrable experience of stakeholder engagement and management, building successful relationships and networks at all levels with both internal and external stakeholders	E	A, B
Excellent logical decision-making skills with an ability to exercise balanced judgement in complex and/or sensitive situations	E	A, B
Excellent operational, organisational, planning and management skills with proven experience of managing multiple activities with excellent attention to detail and management of information	E	A, B
Excellent influencing and negotiating skills with an ability to illicit support and achieve successful outcomes from others	E	A, B
Excellent communication skills, oral, written and presentational, ideally with experience in writing reports and papers	E	A, B
Excellent level of digital literacy and ability to use standard IT platforms and applications including Microsoft Office, with the ability to learn new systems and applications	E	A, B
Experience of financial or budget management (training or qualification)	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website (www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Teresa North – Transformation Director Teresa.North@rau.ac.uk
- **Closing date:** 4th February 2025 with **Interviews on:** 13th February 2025
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level