

### **Job Description**

**Project Manager for Strategic Operations**

Job Title: Project Manager for Strategic Operations

Location: Uxbridge/Hayes, with travel to other campuses/sites in Greater London when required

Grade: Scale PO3

Hours: 36 hours per week, 52 weeks per year

Organisation: HRUC (Harrow, Richmond and Uxbridge Colleges)

Department: Office of the Chief of Staff

**Main Scope of Post:**

As a Project Manager, you will play a pivotal role in driving and implementing change projects that will help us release our [strategic plan](https://www.hruc.ac.uk/strategic-plan). Working closely with the Chief of Staff and the Chief Executive you will manage the Executive Assistant in supporting the senior leadership team, coordinating day to day operations of the Chief Executive office and overseeing projects designed to drive high achievement across our diverse student population, create an inclusive culture, foster innovation, and promote a culture of continuous improvement within the college.

**Key Duties and Responsibilities:**

1. **Project Coordination:**
   * Work with the Chief of Staff to help set up a suite of up to 10 projects according to agreed timelines and objectives.
   * Help senior leaders to develop and maintain project plans, supporting them to identify key milestones, resources, and dependencies.
   * Coordinate project activities, ensuring effective communication and collaboration between teams.
2. **Chief Executive:**

* Work closely with the Chief Executive in supporting his daily, weekly and monthly workload.
* Advise in conjunction with the Executive Assistant of any diary issues or urgent matters from daily correspondence
* Act as “Gatekeeper” to the office of the Chief Executive in all strategic and operational support matters
* Act as the “Eyes and Ears” of the Chief Executive in conjunction and liaison with the Chief of Staff
* To digest and disseminate all incoming correspondence and meeting requests, to help prioritise the time of both the Chief Executive and Chief of Staff, ensuring best delegation of duties are applied.
* Ensure all meetings, follow-ups and conversations are carried through to their completion by appropriate delegation, action and monitoring.
* Provide daily briefings to Chief Executive as required.

1. **Change Management:**
   * Facilitate change projects by engaging stakeholders at various levels of the organisation and help manage a smooth transition to new ways of working.
   * Establish the right routines to monitor and evaluate the impact of the change projects, making recommendations for adjustments where work is off track.
2. **Documentation and Reporting:**
   * Maintain and manage project documentation, including status reporting and risk data.
   * Provide regular updates to the Chief of Staff and other senior stakeholders, highlighting progress, challenges, and proposed solutions.
3. **Stakeholder Engagement:**
   * Build positive relationships with internal stakeholders, making sure their views are considered in project planning and execution.
   * Organise and facilitate meetings, workshops, and training sessions as needed to support project goals.
4. **Resource Management:**
   * Collaborate with department heads and team leads to help them allocate resources efficiently and effectively.
   * Monitor and manage project budgets where relevant, ensuring financial accountability.

**GENERAL:**

1. To take an active part in the appraisal and mentoring processes and to engage in relevant Staff Training and Development as identified.
2. To comply with all relevant Health & Safety and Safeguarding Regulations and assist the College in the implementation of its own Health & Safety and Safeguarding Policies.
3. To comply with and actively promote the College’s Equality and Diversity Policy.
4. To participate in and contribute to the College’s in-service and training activities.
5. To carry out all other duties as may be reasonably required.

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| **Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Person Specification**

**Project Manager for Strategic Operations**

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|  | Essential | Desirable | How  assessed?\* |
| **Qualifications** |  |  |  |
| Good level of education (GCSE level or equivalent) | **** |  | AF/Cert |
| Level 3 qualification in Business Administration, Project Management or a related area | **** |  | AF/Cert |
| * Certification in project management (e.g. PRINCE2, PMP) |  | **** | AF/Cert |
| **Knowledge, Skills and Experience** |  |  |  |
| * Good understanding of change management principles and methodology | **** |  | AF/IV |
| * Excellent organisational and time management skills, with the ability to prioritise and adapt as business need or the wider context changes | **** |  | AF/IV/T |
| * Good IT skills including Microsoft software | **** |  | AF/IV |
| * Proficiency in common project management tools and software | **** |  | AF/IV |
| * Highly experienced in diary management and managing small teams | **** |  | AF/IV |
| * Experience of daily briefings and delegation of tasks |  | **** | AF/IV |
| * Good communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels | **** |  | AF/IV |
| * Proven experience of project co-ordination, project or programme management | **** |  | AF/IV |
| * Experience of project management gained within an education or public sector setting |  | **** | AF/IV |
| * Ability to work effectively as part of a team | **** |  | AF/IV |
| * Awareness of the principles of Equality and Diversity and Safeguarding and the ability to apply them effectively | **** |  | AF/IV |
| **Personal Attributes** |  |  |  |
| * Commitment to helping promoting a culture of inclusivity | **** |  | AF/IV |
| * Positive, ‘can-do’ attitude | **** |  | AF/IV |
| * Ability to remain calm and effective under pressure | **** |  | AF/IV |
| * Ability to work on own initiative | **** |  | AF/IV |
| * Solution-focused approach to problem solving | **** |  | AF/IV |
| * Ability and willingness to work across all HRUC sites as required (Uxbridge, Harrow and Richmond) | **** |  | AF/IV |
| * Ability and willingness to work flexibly when required | **** |  | AF/IV |