

## Job Description

<b>Job Title:</b>	Project Manager
<b>Group:</b>	Education Services Group
<b>Dept/Project/Service:</b>	UK Contracts
<b>Reports to:</b>	Programme Director
<b>Responsible for:</b>	Programme Coordinator Project Administrator
<b>Usual office base:</b>	Reading (with some flexibility for home working)
<b>Grade:</b>	5

### Job Purpose:

Working closely with the Programme Director, this role is responsible for leading the Teacher Development Programmes' Project Management Office (PMO) workstream. This includes overseeing project management of the programmes, managing interdependencies, ensuring the cost effective and professional deployment of resources to meet client demands; implementing the necessary mechanisms and governance structure to achieve the vision for the programmes and meet Key Performance Indicators (KPIs); developing reports for key internal and external audiences; supporting on relationship management with internal and external stakeholders.

Lead on project management best practice and work collaboratively with workstreams across the programmes to ensure deliverables are completed on time, to agreed quality standards and within budget to deliver the defined benefits and contractual outcomes. Proactively identify, investigate and collaboratively resolve risks.

Add value to a dynamic and multi-disciplinary team working to ambitious targets.

### Job Objectives:

1. Support the Programme Director in the planning, development, and implementation of the programmes.

2. Collaborate with the Programme Director and workstream leads to ensure the cost-effective deployment of resources across the programmes, responding flexibly to changing demands.
3. Take responsibility for the line management and performance management of the 2x Programme Coordinators and 1x Administrator.
4. Support all workstream leads through project management of the delivery, implementation and Ofsted plans.
5. Implement and monitor operational systems, processes and policies (including an effective governance structure) to support information flow and management, business processing and planning and ensure continuous improvement.
6. Regularly review, monitor and report on workstream progress against performance metrics to the Programme Director and other key internal stakeholders, in accordance with corporate requirements, to ensure outputs are delivered to time and quality specifications.
7. Ensure there is a strong emphasis on fidelity to programme design, continuous improvement, efficiency and value for money, with good financial and budgetary discipline maintained through clear accountability for financial controls and systems.
8. Own relationships with key internal (and sometimes external) stakeholders as required to ensure the delivery of high-quality operational outcomes.
9. Collaborate with the Programme Delivery teams to monitor the monthly management accounts and client reports against budget, financial and operational goals using information to monitor and improve outcomes.
10. Establish, maintain and embed project management processes within the team in line with Education Development Trust's standard methodology to ensure the programmes run efficiently to meet requirements.
11. Coordinate resources as appropriate, including liaison with internal and external suppliers and stakeholders, to ensure that inputs are planned and delivered in a way that will achieve the objectives, contractual requirements and agreed outcomes, within any time, cost and quality constraints

12. Identify and escalate risks and issues to the Programme Director and propose appropriate mitigating and preventative action.
13. Undertake any other activities required in order to ensure successful delivery of the programme or wider Education Development Trust objectives.

## **Person Specification:**

### **Knowledge**

#### Essential

- » Good degree in any academic subject
- » Accredited Project Management qualification (e.g. PRINCE 2) or extensive relevant experience
- » Strong knowledge and experience in organisational effectiveness and operations management
- » Strong knowledge of business, project management, financial and human resources principles and practices
- » Awareness of the environment within which Education Development Trust operates
- » Good grasp of commercial disciplines to support successful financial outcomes
- » Strong knowledge of evidence-based leadership and management approaches
- » Familiarity with, and understanding of, the roles key stakeholders play in the design and implementation of a programme

#### Desirable:

- » Awareness of developments and priorities within the relevant education sector
- » Awareness of technology solutions, particularly within digital or blended-learning programmes

### **Experience**

#### Essential:

- » Proven track record of operational management including mobilising, managing and delivering complex projects at pace
- » Experience of working in cross-functional teams
- » Evidenced financial control and management of budgets
- » Experience of stakeholder and partner engagement and/or management
- » Experience of external client funded projects and reporting

- » Evidence of having managed or mentored others in a line management, matrix management or project management scenario

Desirable:

- » Experience supporting on blended-learning (or digital-learning) programmes
- » Experience of delivering technology based projects
- » Experience of delivering projects against payment by results (PbR) contracts

### Skills

Essential:

- » Solutions focused, able to develop innovative approaches to complicated and demanding issues and to manage change situations effectively
- » Ability to absorb information quickly, think critically and decision-make effectively
- » Excellent planning and organisational skills, with the ability to prioritise and re-prioritise as needed in a fast-paced working environment
- » Proven ability to expertly lead a geographically dispersed, hybrid team
- » Ability to support the development of a high performing team who can operate efficiently, productively and cost effectively
- » Proven ability to work on multiple tasks at the same time and to plan effectively to meet challenging client deadlines
- » Effective written and oral communication skills and strong interpersonal skills and the ability to work effectively with a wide range of clients, associates and senior managers
- » Ability to manage, network, negotiate and work effectively with key stakeholders, including resolving conflict
- » Highly developed IT skills

**Competency Band:** 3

### Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Creating value	Responding to change
<b>Integrity</b> – supporting and building trust	Valuing views and needs of others	Communicating with impact and empathy

<b>Accountability</b> – delivering and improving	Delivering commercial outcomes	Driving performance
<b>Collaboration</b> – engaging and partnering	Engaging others to achieve goals	Influencing and negotiating

**Job Family:** Programme & Project Management / Project Delivery

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK’s Disclosure & Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***