

## Job Description

<b>Job Title:</b>	Head of Project Delivery (DDT)
<b>Group:</b>	Digital, Data & Technology (DDT)
<b>Dept/Project/Service:</b>	Project Delivery (DDT)
<b>Reports to:</b>	Chief Digital Information Officer
<b>Responsible for:</b>	Senior Project Managers Project Managers Business Analysts Solution Architects
<b>Usual office base:</b>	Reading, with flexibility for hybrid working
<b>Grade:</b>	3

### Job Purpose:

The Head of Project Delivery (DDT) will lead our team of Digital, Data & Technology (DDT) Senior Project Managers, Project Managers, Business Analysts and Solution Architects and provide leadership, operational direction and management to ensure the successful delivery of our organisational DDT transformation roadmap. They will be responsible for overseeing the planning, execution, and monitoring of transformation projects across the organisation, ensuring that they meet the business objectives, quality standards, and budget constraints. The role holder will work with global stakeholders to understand their requirements and challenges, devise impactful solutions leveraging technology and ensure a transformation culture at all times.

The role will also be accountable for developing and implementing project management best practices, methodologies, and tools, as well as providing guidance and support to the project delivery team and other stakeholders.

### Job Objectives:

1. Manage the DDT transformation project portfolio, creating a programme plan and maintaining a timeline of milestones and deliverables and prioritise the

project pipeline according to the business needs and strategy goals, ensuring high value projects have appropriate staff, sufficient resource available, appropriate processes for management and oversight at project and corporate level, and a clear plan for handover to the business.

2. Ensure DDT transformation projects are effectively mobilised including governance, scope, clarity of requirements and design and delivery approach.
3. Define and communicate the DDT project management vision, strategy, and objectives, working collaboratively with the Executive Team, business units and other global stakeholders to drive programme development.
4. Establish and maintain the DDT project management framework, processes, policies, and standards, incorporating business analysis and solution architecture capabilities.
5. Ensure that the transformation projects are aligned with the business requirements, scope, and expectations.
6. Ensure effective monitoring and control of the portfolio performance, quality, risks, issues and dependencies through implementing necessary systems and processes for efficient and effective risk management so that potential risks are identified, and clear plans are managed to mitigate these.
7. Oversee the project portfolio budget and financial controls, taking accountability for effective budget setting and allocating resources in a cost-effective manner to ensure that overall financial targets and reporting requirements are met.
8. Provide regular and accurate reports and updates to the Executive Team and key stakeholders on the transformation project status, progress, and outcomes.
9. Manage the portfolio resources, budget, and schedule, and ensure the optimal allocation and utilisation of the DDT project team and other resources.
10. Lead, coach, and mentor the team members and foster a culture of collaboration, excellence, and continuous improvement.
11. Manage the transformation project stakeholders and ensure effective communication and engagement throughout the project lifecycle.

12. Identify and implement the business analysis, project management and solution architecture best practices, methodologies, and tools, and ensure compliance with the relevant standards and regulations.
13. Evaluate and review the transformation project results and lessons learned, and provide feedback and recommendations for improvement.

## **Person Specification:**

### **Knowledge**

#### Essential:

- » Understanding of IT governance frameworks and the ability to develop policies that align with organisational goals
- » In-depth knowledge of Systems Development Life Cycle (SDLC) methodologies, including Agile, Scrum, and Waterfall, to oversee project development from inception to completion
- » Familiarity with enterprise architecture principles and frameworks to ensure IT alignment with business strategy
- » Knowledge of IT Service Management (ITSM) processes and best practices to ensure effective service delivery and support
- » Understanding of quality assurance methodologies and testing techniques to ensure the delivery of high-quality IT solutions
- » Awareness of information security principles and compliance requirements to safeguard organisational data and meet regulatory standards
- » Deep knowledge and understanding of the application of Programme Management methodologies to ensure successful delivery of large scale and/or complex projects and programmes
- » Accredited project and/or programme management qualification e.g. Prince2, Agile
- » Commercial knowledge and awareness, including the operational and financial design of complex projects to support successful outcomes

#### Desirable:

- » Knowledge of the environment within which Education Development Trust (EDT) operates, including relevant developments in the sector
- » Understanding of monitoring and evaluation practice

### **Experience**

#### Essential:

- » Strong experience and a proven track record of leading and successfully delivering complex and high-profile large IT programmes

- » Extensive experience in leading and developing high-performing IT project teams
- » Demonstrable evidence of managing and influencing stakeholders across various levels of an organisation and from different geographical regions, backgrounds and cultures
- » Considerable experience in financial management of IT projects, including budgeting, forecasting, and cost control
- » Skilled in managing relationships with vendors and third-party service providers to deliver project objectives
- » Experience in identifying, assessing, and mitigating risks throughout the project life cycle
- » A history of implementing process improvements to enhance project delivery and operational efficiency
- » Hands-on experience in overseeing the implementation of new technologies and systems within an organisation
- » Strong experience of leading organisational change in relation to effective delivery (including Project & Programme Management methodologies, systems and processes)

Desirable:

- » Experience of working on projects funded by institutional donors such as FCDO and an understanding of the charity sector
- » Working within the education sector
- » Working with national and/or international clients relevant to EDT
- » INSERT

## Skills

Essential:

- » Ability to conduct business analysis and manage project requirements effectively to meet business needs
- » Proficiency in managing change within IT projects, ensuring smooth transitions and minimal disruption
- » Outstanding stakeholder, interpersonal and relationship management skills, with highly developed influencing and negotiation skills
- » Outstanding process design skills
- » Strong ability to think and plan strategically
- » Sound financial skills to plan and manage complex budgets
- » Highly developed problem-solving skills and the ability to adapt to shifting contexts
- » Excellent planning and organisational skills
- » Ability to work proactively under pressure to meet challenging deadlines

- » Excellent communication skills, including written, oral and presentational and the ability to communicate complex technical work to both senior stakeholders and non-experts
- » Strong coaching and mentoring skills
- » highly developed IT skills, including the use of Microsoft Office and MS Project
- » Self-starter with the capacity to work on own initiative and work in matrix management structures
- » Strong line management skills, especially across remote teams

**Competency Band:** 2

**Key competencies for the role:**

<b>Our Values</b>	<b>Key Competency 1</b>	<b>Key Competency 2</b>
<b>Excellence</b> – creating and leading success	Delivering excellent service	Creating and innovating
<b>Integrity</b> – supporting and building trust	Valuing views and needs of others	Building respect
<b>Accountability</b> – delivering and improving	Delivering commercial outcomes	Developing self and others
<b>Collaboration</b> – engaging and partnering	Building effective relationships	Influencing and negotiating

**Job Family:** Programme Management / Technology

**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 successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK’s Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.**

**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.**