

## Job Description

<b>Job title:</b>	Research & Consultancy Project Manager
<b>Group:</b>	Research & Consultancy
<b>Dept/Project/Service:</b>	Consultancy
<b>Reports to:</b>	Strategic Business Development & Commercial Delivery Manager
<b>Responsible for:</b>	Project Coordinator Project Administrator
<b>Usual office base:</b>	Reading
<b>Grade:</b>	5

### **Job purpose:**

Lead and project manage the implementation and the transitional phases (e.g. start-up, close down, extension, re-tender, etc.) of UK and international projects to ensure organisational, client and beneficiary objectives are achieved on time and to budget.

### **Job objectives:**

1. Manage the implementation of defined UK and international projects, developing and maintaining project plans and project documentation, working with key stakeholders.
2. Coordinate the allocation of resources to ensure that all aspects of a project can be delivered effectively and manage cross project dependencies so as to enhance the success of all projects.
3. Maintain a strategic overview of the project and regularly review, monitor and report on the progress, in accordance with client and corporate management information requirements, to ensure outputs are delivered to time, cost and quality specifications.
4. Ensure the delivery of the project objectives and contractual key performance indicators (KPIs) is planned appropriately, and ensure project budget is allocated in line with these objectives, through supporting and challenging bids, proposals and head contracts.
5. Identify, resolve and escalate risks and issues in accordance with the methodology and take appropriate mitigating and preventative action whilst ensuring health and safety issues are minimised.
6. In liaison with the finance team, manage and monitor project budgets in line with client contracts to ensure objectives are achieved within budget and that client invoicing takes place according to the agreed timescales/milestones.

7. Establish and maintain project management, administrative and quality assurance processes to ensure projects run efficiently and fulfil the contractual requirements.
8. Liaise with project and operational managers to ensure that best practice from related projects is embedded in the design blueprint and subsequent delivery of new projects.
9. Implement agreed monitoring and change and budget control processes, producing regular progress reports detailing achievement against milestones, activity status, resource requirements, issues, risks and dependencies.
10. In collaboration with Consultants, prepare bid plans for new business proposals, and manage the overall preparation of new proposals to approved specifications and timescales, including the development of work plans, contract and project procedures documentation, and final bid production.
11. Manage and develop the Project Coordinator and Project Administrator, providing coaching and mentoring to them to ensure they develop their professional expertise and capability.

**Scope:**

Some travel may be required including participation with project activities when appropriate.

As part of this role the postholder will be required to act as a duty officer on a rota basis. The duty officer is required to be on call and to respond to consultants overseas in the event of an out of hours crisis.

**Person specification:****Knowledge****Essential:**

- A degree level qualification
- Understanding of the UK and international education sector including knowledge of the key priorities of international donors in education
- Thorough knowledge and understanding of project life cycle methodologies and their implementation

**Desirable:**

- Experience / qualification / accreditation in the use of a recognised structured project management methodology

**Experience****Essential:**

- Proven track record of project management – mobilising, managing and delivering a mixture of small and larger more complex projects – within the

context of achievement of project outcomes and effective management of project dependencies

- Demonstrated ability to manage a portfolio of projects to a successful conclusion
- Experience of managing education projects
- Experience of budget management in excess of £1m

Desirable:

- Experience of working within the public/not-for-profit sector
- Experience of preparing bids and proposals

## Skills

Essential:

- Excellent planning, strategic thinking and organisational skills
- Ability to manage, network, negotiate and work effectively with key stakeholders
- Good interpersonal skills and ability to work effectively with a wide variety of clients, associates and senior managers
- Ability to work on multiple tasks at the same time and to plan effectively to meet client deadlines
- Effective written and oral communication skills (including presentation skills)
- Ability to work independently, efficiently and proactively to meet challenging deadlines and priorities
- Highly developed IT skills, with proficiency in MS Office and MS Project
- Resilience to get things done in an environment of multiple priorities

Desirable

- Fluency in French and / or Spanish

**Competency Band:** 3

## Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence - Creating and Leading Success</b>	TBC	TBC
<b>Integrity - Supporting and Building Trust</b>	TBC	TBC
<b>Accountability - Delivering and Improving</b>	TBC	TBC
<b>Collaboration - Engaging and Partnering</b>	TBC	TBC

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

***Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***