

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

CPMO Project Manager

## **College/Department**

Change Portfolio Management Office, Strategic Insights and Planning

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0717-21

## **Salary**

£38,034 to £51,430 per annum

## **Reports To**

Head of the Change Portfolio Management Office

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The University has a Change and Portfolio Management Office (CPMO) whose purpose is through a project and change management a framework successfully deliver key projects and programmes more effectively and consistently with both internal and external stakeholders. Thereby, providing the necessary transparency and assurance required for all strategic initiatives and priority projects.

To achieve this Project Managers will be engaged to deliver projects that are on the University of Derby Change Portfolio Log. The Project Manager will deliver projects on behalf of any professional services function or college.

The Project Manager will also provide support and guidance to colleagues allocated to their projects to lift and embed project and change management best practice.

## **Principal Accountabilities**

**Portfolio Management Framework**

1. Provide information required on ‘their’ projects to support the Portfolio Management process.
2. With other colleagues in the CPMO ensure continuous improvement of the portfolio management framework by maintaining and where possible, improving the value and purpose of the CPMO.

**Project Management Framework**

1. To be responsible for the successful management of project delivery, via the University of Derby’s project management framework through the entire project life cycle from identify through transition and into closure; working effectively with colleagues across the University to ensure project delivery is on time, on budget and to the satisfaction of the end-user.
2. To work closely with internal and external stakeholder groups to ensure expectations are effectively managed and communications are timely and effective; this entails working to build and maintain excellent relationships within the University and external consultants and agencies.
3. Using work packages/other management tools project mange the whole project through to closure. Over time, continuously improve the project management framework and associated processes to enable the university to deliver their projects efficiently and effectively.
4. As and when required coach and support colleagues with project management responsibility across the university in their development of project management capability.
5. As and when required coach and support senior leaders across the university in their roles on projects and their awareness of project management theory. To undertake troubleshooting activities on projects as directed by the Head of Change.
6. Support with the development of a peer support project community.

**Change Management Framework**

1. Successfully deliver the business change associated with the project using the change management framework and associated processes to enable the university to deliver projects efficiently and effectively.
2. With the Head of Change, ensure continuous improvement of the change management framework maintaining value and purpose of the CPMO.
3. As and when coach and support colleagues with project and change management responsibility across the university in their development of change management capability.
4. As and when coach and support senior leaders across the university in their roles on projects and their awareness of change management theory.
5. Support with the development of a business change management community.

**CPMO Activity**

1. Ensure the CPMO can provide metrics for KPIs and benefit identification to provide ongoing evidence of impact and value.
2. Engage in ensuring that the CPMO team is high performing and that together we encourage each other in feeling valued and supported generating a CPMO team spirit.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree and or relevant experience
* Professional qualification in a project management qualification e.g. Prince 2, APM, PMP, Agile

#### **Experience**

* Managing multiple projects that deliver pan organisational change
* Negotiating with stakeholders in respect of project resources and delivery
* Leading project teams within a time limited, task focused environment
* Delivering training of project and change management theory, supporting colleagues whilst on a project in project and change management
* Producing succinct, well-argued reports and narratives
* Leading in the setting up and ongoing delivery of standard project management governance activity, e.g. risk and issue management, budgetary control, benefit management, quality assurance as well as tracking actions, decisions, and dependencies
* Controlling change to scope and approach through a robust change control process
* Tracking projects through plans to suit the audience and need from detailed plans through the high-level project plans for senior stakeholders
* Defining robust, evolving, and supportive project organisations, including the delivery of regular and high-quality project board meetings and reports

#### **Skills, knowledge and abilities**

* Engaging and influencing at a senior level across a business
* Excellent knowledge and understanding of project management tools
* Training/coaching colleagues in the use of project and change methodologies
* Excellent oral, numeracy, data analysis and written communication skills
* Innovative and creative with an ability to translate complex data to non-technical users
* Excellent IT skills, in MS Office productivity tools, including Use of Microsoft SharePoint and Teams as a repository for project documentation and delivering meetings/workshops
* Strong facilitation and collaboration skills
* Diligent, accurate, and committed to delivering high quality outputs
* Excellent organisational, time and management skills, with the ability to co-ordinate and manage multiple tasks, whilst also having the flexibility to respond effectively to changing demands and priorities
* The ability to take a proactive approach to work displaying tenacity and curiosity establishing themselves as a key business partner for colleagues across the University
* The need to learn, improve, deliver excellence, and help develop a high performing CPMO team
* Strong, results-focused leadership skills, with the ability to engage, enthuse and inspire team members

#### **Business requirements**

* Work occasional additional hours in order to meet deadlines
* Ability to appropriately administer and manage sensitive information
* Strong ability to evidence leading by example on organisational values, attitudes, and behaviours

### **Desirable Criteria**

#### **Qualifications**

* Professional qualification in change management e.g. Prosci, ADKAR, CMI, ACMP.
* Professional qualification in Programme Management e.g. MSP

#### **Experience**

* Experience of delivering projects in higher education/education sector
* Experience of delivering projects that involve external 3rd parties, ie LEP’s other funded government bodies

#### **Skills, knowledge, and abilities**

* Knowledge of programme management methodology
* Training/coaching colleagues in the use of programme management methodologies

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)