

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Project Manager - Rolls Royce Customer Learning Programme

## **College/Department**

Business Law and Social Sciences

## **Location**

University of Derby campuses and Rolls Royce sites, Derby.

## **Job Reference Number**

0015-25

## **Salary**

£37,756 to £40,920 per annum (for exceptional performers, there is scope for further progression up to £51,878 per annum).

## **Reports To**

Academic Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The University of Derby and Rolls Royce have a partnership to develop and deliver high quality learning and development initiatives for their customers.

The Project Manager role will coordinate and deliver the Leadership Programme in partnership with Rolls-Royce.

The post holder will deliver the Customer Learning Programme and will oversee the planning, execution and evaluation of approximately 20 courses annually, ensuring collaboration between the University of Derby, Rolls-Royce and their customers. The post holder will be interface between these key stakeholders to ensure the overall success of the project. The project manager will be required to provide the necessary transparency and assurance required for this strategic initiative. The post holder will also contribute to the overall delivery of the team, to elevate and embed project management best practice.

## **Principal Accountabilities**

1. **Programme coordination:** Oversee the planning, execution and evaluation of ~20 customer learning courses annually, ensuring seamless collaboration within the Derby Business School, Rolls-Royce departments and their global customers.
2. **Customer relationships:** Act as a key liaison with the Rolls-Royce Customers Team and their customers in China, the Middle East and Africa, upholding the programmes prestige and reputation.
3. **Contractual delivery:** Ensure all programme commitments are met.
4. **Strategic focus: Working with the Academic Manager and the client, support** the growth of the programme, identifying opportunities to improve the course offerings and optimise delivery and the experience of the delegates.

### **Project Management**

1. Support the successful management of project delivery through the entire project life cycle from identify through transition and into closure; working effectively with colleagues, at an appropriate level, across the University, Rolls-Royce and their customers.
2. To identify and manage appropriately project issues and risks such that project deliveries are not compromised and that sensible and appropriate alternatives are found and agreed upon.
3. Responsibility for producing project reporting that allows timely tracking of project progress and status by all relevant stakeholder groups.
4. In conjunction with the Academic Manager, ensure the defined benefits provided for a project are tracked during the life of the project.
5. Engage 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 membership of the project team.
6. Supported by an Academic Manager, use work packages and other appropriate tools to manage the whole project through to closure. Over time, provide input to support continuous improvement of the project management framework and associated processes.

### **Project Team Management and other responsibilities**

1. Management of assigned projects to ensure successful project delivery, including where appropriate external staff from suppliers or contract based resources. To provide project management assistance and support to other project managers and their projects when required.
2. Be an active participant at the Project Management Community of Practice.
3. Engage in ensuring that the project team is high performing and that together we support each other in feeling valued.
4. Provide stakeholders with metrics from your project(s) to provide ongoing evidence of impact and value.
5. Any other duties commensurate with this role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree or equivalent qualification and relevant experience

#### **Experience**

* Managing projects of similar scale and complexity at the same time
* Experience of liaising with internal and external stakeholders in respect of project resources and delivery
* Experience of managing project budgets
* Experience of robust change control processes
* Tracking projects through plans to suit the audience and need
* Experience of working with and maintaining robust, evolving, and supportive project organisations

#### **Skills, knowledge & abilities**

* Ability to build positive relationships and quickly gain the trust and confidence of key stakeholders across the business
* Excellent communication skills, written and verbal
* Excellent proposal and tender writing, and presentation skills
* High level interpersonal and networking skills
* Good working knowledge and understanding of project management tools
* 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
* 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
* Strong, results-focused, with the ability to engage, enthuse and inspire team members
* Excellent and proven customer liaison and service skills

#### **Business requirements**

* Some requirements to work occasionally outside of normal office hours
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner
* Able and willing to undertake overseas travel

### **Desirable Criteria**

#### **Qualifications**

* Professional qualification or working towards a project management qualification e.g. Prince 2, APM, PMP, Agile

#### **Experience**

* Demonstrable experience in successfully leading teams of staff within time limited, project environments

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

* Training/coaching colleagues

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).