Project Manager	
Role Description	Edinburgh Napier UNIVERSITY

Grade & Salary:	Grade 6 (£38,183 - £46,924)
Campus Location:	Sighthill Campus
Line Manager:	Portfolio Manager (Strategic Change)
Line Management Responsibility for:	N/A
Organisational Structure:	Attached below
Role Summary:	To work with stakeholders across the organisation to plan, coordinate, monitor and deliver key strategic projects within the University's strategic change portfolio as a critical part of the delivery of Strategy 2020: Building Success. Your role will involve the ongoing development and monitoring of the project timeline, dependencies, resource requirements, risks and issues, benefits realisation and progress, reporting to the Portfolio Manager (Strategic Change). A key focus is on driving forward delivery through successful engagement with staff across the University, and you will be required to take a hands on approach by understanding the detail of the projects and producing key project deliverables.
	You will demonstrate knowledge, insight and experience of project management and business analysis, alongside a customer focus and a positive attitude – bridging the gap between strategy, business requirement and delivery. At the heart of your approach will be your understanding of the human aspect of achieving successful change.

Main Duties and Responsibilities

- ➢ Facilitate project scoping and business case development for emerging projects, working with experts and stakeholders from across the organisation
- ➢ Develop project plans of a suitable level of detail and presentation format for the intended audience, then track progress against the plan taking corrective action as required
- ➢ Provide advice and guidance to support the development and delivery of strategic projects, such as advising on project governance, facilitating planning/evaluation workshops and supporting the development and maintenance of project documentation.
- ➢ Gather information and prepare reports/presentations for a variety of audiences such as project, programme or portfolio boards, or for wider stakeholder engagement
- ➢ Take a hands on approach by understanding the detail of the projects and producing key project deliverables
- ➢ Map and track the delivery of business benefits aligned to University strategy

➤	Support the monitoring and management of project risks, issues and changes
➤	Facilitate and take a hands on approach to the translation of business requirements into technical solutions through analysis, evaluation of options and engagement with technical specialists
➤	Take the lead in engaging key stakeholder groups and support wider engagement by working with colleagues to develop appropriate communications materials in relation to the projects and wider change portfolio
➤	Work as part of a team to support the cultural transformation of the organisation through championing values and behaviours and effective change management
➤	Matrix manage strategic project teams comprising staff at all levels, and in a variety of roles, from across the organisation.
➤	Keep up-to-date skills and network of contacts by participating in interest or user groups within and out with the University
➤	Undertake any other reasonable duties and responsibilities, commensurate with grade, demonstrating flexibility and responsiveness in doing so.

_____

Project Manager

Edinburgh Napier
UNIVERSITY

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/ Qualifications	Educated to a degree level or equivalent OR extensive relevant experience Qualification in Project Management e.g. PRINCE2	Certification in Managing Successful Programmes (MSP), P3O or Management of Risk (MoR) or equivalent
Experience	Extensive project and/or programme management experience with a track record of delivering major projects Demonstrable experience of a hands on approach to delivery of complex projects or programmes Experience of monitoring and managing project or programme risks and benefits Significant experience of senior stakeholder engagement, with clear negotiation and influencing skills, coupled with tact and diplomacy	Experience of supporting significant organisational and cultural change Experience of facilitating continuous improvement Experience of process mapping and business analysis Experience of supporting strategic planning and/or performance monitoring Experience of working in Higher Education
Skills/Personal Attributes	Self-motivated and able to work with a high degree of autonomy in a fast-paced environment High level of written and verbal	Fully conversant in Microsoft Visio and SharePoint

communication skills, including report writing and presentation skills Excellent interpersonal and networking skills with the ability to engage with and develop effective working relationships with staff from different disciplines and at all levels Ability to manage and motivate large teams and work effectively as part of multi-disciplinary teams, enhancing dynamics and performance Proven high level of business aptitude demonstrating budget management, resource management and process improvement skills Champions and demonstrates organisational values Excellent IT skills, especially in Microsoft Packages including Word, Excel, PowerPoint and Project	

_____

Portfolio Manager
(Strategic Change)

|
Project Manager
(*this post*)