

# Senior Project Manager

Change and Programme Management Office

Closing date—Sunday 17th November 2024

Job Reference: YV43969



# Senior Project Manager

**Salary:**

£61,198—£64,914 (G10)

**Contract:**

Open ended (funding dependant)

**Location:**

Central Cambridge

**Faculty / Department:**

Change and Programme  
Management Office (CPMO)

**Responsible to:**

Head of Digital Transformation/RPS  
Lead

**Working pattern:**

Full-time/Part-time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

**Purpose of the Role**

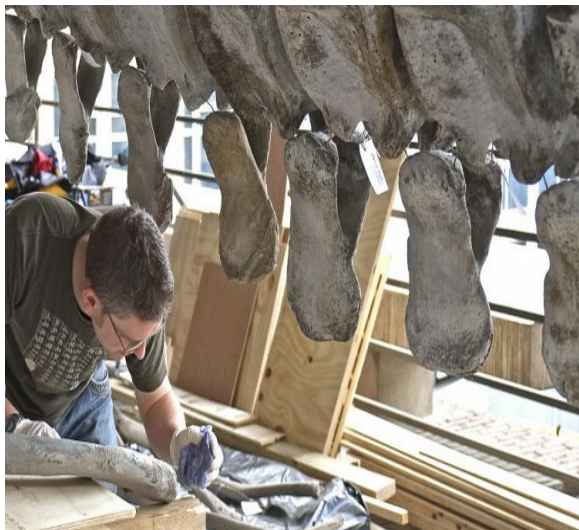
Reimagining Professional Services (RPS) is a long-term ambitious programme which aims to develop new ways of working to create “one professional services community that is empowered to deliver excellent services in support of the academic mission”.

As we start a new phase within the programme, the Senior Project Manager will have overall responsibility for managing the delivery of multiple, high-profile projects as part of RPS. You will be working closely with programme directors and programme office staff to agree and refine strategy, principles and approaches.

The nature of the RPS programme will mean working with multi-disciplinary teams on understanding the foundations of the university, designing new ways of working and supporting teams to adopt new mindsets for the future. As such, a key part of this role will involve building rapport with stakeholders at all levels of the University, ensuring smooth and clearly understood interactions, building consensus and understanding, and defusing conflict or unease at the earliest opportunity. You will be confident and effective working with senior stakeholders, including the University’s senior leadership team, and with senior committees and programme boards. You will need to manage interdependencies with other programmes and projects and collaborate with other programme and project managers to ensure that outcomes are met.

As the Senior Project Manager, you will manage the work of several project teams, involved in both direct line management and matrix-management of staff involved in the project. You will lead on project coordination, planning, budgeting, resourcing, scheduling, risk management and implementation, and will make a significant contribution to the delivery of the RPS programme objectives and benefits on time and within budget. The role is key to creating and maintaining focus, enthusiasm, and momentum and is responsible for the development and delivery of project goals and benefits to staff.

The ideal candidate will bring a pragmatic but methodical approach, utilising and applying formal project management knowledge and experience where appropriate, maintaining robust oversight of the whole project landscape. A knowledge of project lifecycle management, benefit analysis, budgeting, cost tracking and financial modelling is essential.



# Senior Project Manager

## Key responsibilities

### Delivery and Benefits

- Identifying, documenting and tracking actions, deliverables and milestones, including dependencies between projects and programmes, and ensuring that these are completed as planned.
- Identifying, defining, evaluating, planning, tracking and realising the business benefits of the project.
- Managing the integration of project outcomes into a 'business-as-usual' state, addressing the readiness of users, compatibility of processes and systems and the realisation of benefits.

### Governance

- Establishing and maintaining governance arrangements for the delivery of multiple projects within a programme, defining clear roles, responsibilities and accountabilities, which align with organisational practice and overseeing project support to relevant governance bodies.

### Project Structure and Reporting

- Establishing and gaining approval for the scope of projects and implementing protocols to change the scope of the project when necessary.
- Establishing and managing reviews at appropriate points, during and after projects, which will inform governance by providing evaluations of progress, methodologies and continuing relevance.
- Producing regular status reports and governance reports as required.

### Planning

- Preparing and maintaining detailed schedules of project tasks and milestones, taking account of deadlines, dependencies and resource requirements.

### Risk management

- Creating and managing project RAID (risks, assumptions, issues, dependencies), planning and implementing responses and ensuring that governance bodies and risk/issue owners are aware of their responsibilities.
- Using problem solving skills to mitigate risk and resolve issues.

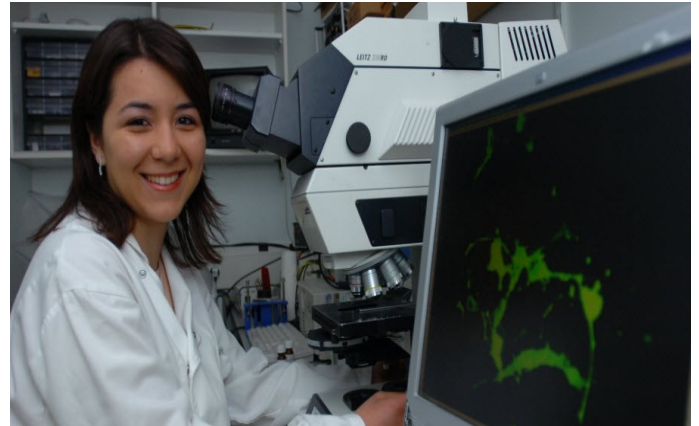




# Senior Project Manager

## Documentation and Outcomes

- Creation and maintenance of clear quality, accurate and concise project documentation and ensuring it is kept up to date.
- Determining the best means of satisfying requirements within the context of project objectives and constraints, documenting those requirements and ensuring agreement and approval with key stakeholders.
- Developing, maintaining and applying quality management processes for project activities and outputs.



## Resourcing

- Developing, implementing and updating resource planning needed for programmes, taking account of availabilities and scheduling.
- Preparing and maintaining an overall schedule for resource use, which avoids bottlenecks and conflicting demands, and sequencing outcomes, to enable the efficient realisation of benefits.
- Securing the provision of resources needed for projects from internal and/or external providers.

## Budgeting

- Developing and agreeing budgets for the project and controlling forecast and actual costs against them.
- Planning and controlling the finances of the project as a means of driving performance and as part of the organisation's overall financial management.
- Agreeing contracts for the provision of goods and/or services, monitoring compliance and managing variances.



# Senior Project Manager

## Stakeholder management

- Understanding the needs of stakeholders and managing project interactions with them, taking account of their levels of influence and particular interests.
- Working with communications professionals to oversee the delivery of timely and relevant communications to stakeholders.
- Working with change management professionals to ensure awareness and acceptance of changes resulting from project outcomes.

## Line management & team leadership

- Line management, oversight and development of more junior project management staff.
- Matrix-managing all staff involved in the project to ensure that they are fully informed, equipped and able to meet deadlines through a good understanding the project business case, expected outcomes, and their role on the project.
- Using accumulated project management experience and knowledge of the University to educate, coach and mentor other project team members on project management methods and principles.



# Person specification

	Essential	Desirable
<b>Experience</b>		
Demonstrable experience of applying professional project management processes to successfully manage the delivery of high profile, wide-ranging projects.	✓	
Demonstrable experience in client facing roles and managing suppliers and 3rd parties.	✓	
A thorough understanding of University governance, structure and culture		✓
<b>Skills</b>		
Excellent analytical and problem-solving skills with strong attention to detail.	✓	
Ability to work in a fast changing and developing environment that requires continual enhancement of knowledge and skills.	✓	
Extremely well organised, proactive, collaborative and diplomatic.	✓	
Proven team and stakeholder management skills.	✓	
Ability to support, promote and implement change and innovation and to encourage the adoption of new methods and overcome barriers to acceptance.	✓	
Confident and expert in communicating effectively and appropriately with senior management, external partners and with people at all levels across the University and outside the University in the wider community.	✓	
Effective identification and pro-active management of important risks, issues and problems.	✓	
Excellent problem solving and negotiation skills.	✓	
Collaborative and encouraging, managing and coaching other staff to understand project management methods and principles and supporting them in their team roles	✓	
Knowledge of a variety of software development methods (e.g. Agile, Iterative, Waterfall).		✓
<b>Qualifications</b>		
Educated to degree level, or equivalent vocational qualification.	✓	
Practitioner or other equivalent qualification or demonstrable project delivery experience.		✓

# The Academic Division



## Unified Administrative Service

**The University's central Unified Administrative Service (UAS) works in partnership with Schools, Faculties and Departments, providing core professional and administrative services in support of Cambridge's academic and charitable mission. It also offers a range of expertise and skills that help support the development and implementation of policy across a number of functional areas.**

The UAS is led by the Registry as the University's Principal Administrative Officer and consists of the following divisions:

- Academic Division
- Estate Management Division
- Health, Safety and Regulated Facilities Division
- Human Resources Division

Administrative staff within a number of these divisions, especially the Academic Division and Finance Division, are often physically located in

Schools, Faculties and Departments, and are fully involved in their day-to-day operation.

## Academic Division

The post is within the Academic Division of the UAS. The Division is responsible for supporting the General Board of the Faculties and for the academic administration of the University, including maintaining the excellence of its teaching and research.

The Division is headed by the Academic Secretary and consists at present of some 300 staff, responsible for admissions, examinations, student services, education policy and quality assurance, International matters, research administration and School, Faculty and Departmental administration. Further details about the Division can be found at:

<https://www.academic.admin.cam.ac.uk>



# The Change and Programme Management Office

**The Change and Programme Management Office has been established to support the management and coordination of the University change programmes. It supports the work of the Change and Programme Management Board and works closely with the programme teams, professional services staff and key stakeholders to help the University embrace new ways of working that better support our staff and academic mission.**

The primary role of the CPMO is to coordinate activities taking place across the various change programmes, manage risks associated with programme delivery, offer assurance to the University and support institutions to adopt new ways of working. The CPMO team includes specialists in areas such as project and portfolio management, continuous improvement,



process improvement, organisational design and development, and communications.

Hybrid working (working both from home and on site) is an option for this role and can be discussed during the interview process. If you have a preferred working pattern, please feel free to share that in your application.

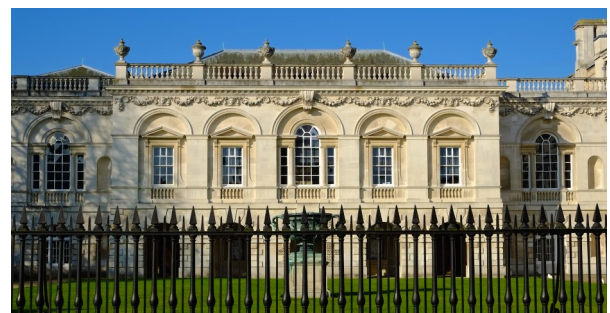
## Reimagining Professional Services

**Reimagining Professional Services (RPS) aims to develop one professional services community that is empowered to deliver excellent services in support of our academic mission.**

Work is taking place across the University to reimagine our professional services, build a stronger sense of community amongst professional services staff and make sure they have the skills, support, systems and ways of working they need to do great work

We are working with teams to collaboratively design new ways of working and see the work

of a Senior Project Manager as key in supporting our delivery. This will involve working with those in supporting roles as well as those delivering services directly to the academic community to establish more effective and efficient end-to-end service delivery models.



# Terms of appointment

## Tenure and probation

Open ended (funding dependant). Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The hours of work for the position are full-time working Monday – Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:  
[www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do

not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

### Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University. **(Please see relevant guidance before inclusion:** <https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action>)

### Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

# The University

**The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.**

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.





The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made - and continues to make - a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff, committed to supporting and enhancing the University's mission to contribute to society.”

Professor Deborah Prentice,  
Vice Chancellor, 2023





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

## **Equality & diversity**

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.



# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.





# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to Apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

**Kate Livingstone**

**Email:** [change@admin.cam.ac.uk](mailto:change@admin.cam.ac.uk)

If you have any queries regarding the application process, please contact:

**The Change and Programme Management Office,** [change@admin.cam.ac.uk](mailto:change@admin.cam.ac.uk)

The closing date for applications is: **Sunday 17th November 2024**

The interview date for the role is: week commencing 25th November 2024

