**Department Name: Transformation**

**Description of vacancy**

UHI are embarking on a significant period of change to bring our partnership together and develop a new operating model which will deliver our strategic ambitions, building on our strong partnership and our commitment to our students, staff and communities. We are at the early stages of our transformation journey, with substantial planning, consultation and collaboration with all partners and stakeholders ahead of us.

The transformation team are playing a critical role in facilitating the programme of activity to develop a range of options and considering how the institution might transform.

We are now recruiting for two roles in the transformation team to facilitate and support this process.

The governance mechanisms for the project have been designed to provide a clear framework with defined objectives, membership, roles and responsibilities. The **Programme Governance Officer** will take ownership for developing and implementing the programme governance structure including the effective running of the governance and assurance processes for the programme.

The **Project Manager** will work as part of the Transformation team taking ownership for developing and monitoring the project management framework for several projects including the operating model.

A detailed job description and person specification for each post are attached.

Applicants with informal questions are encouraged to contact Max Brown, Director of Transformation, by email to [max.brown@uhi.ac.uk](mailto:max.brown@uhi.ac.uk)

**Pay and Benefits**

These roles are linked to grade 7 (£41,360 - £47,947) on the UHI pay scale.

The starting salary for this position will normally be in the range £41,360 - £43,880 per annum.

This post is full time and will involve working 35 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme we provide to workers at grade six and above is the Universities Superannuation Scheme (USS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information on the scheme can be found at <http://www.uss.co.uk/Pages/default.aspx>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

The deadline for submitting your application is Wednesday 8th January 2025

Shortlisting will take place between 9th - 10th January 2025

Interviews will be held week commencing 13th January 2025

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the [HR team](mailto:personnel@uhi.ac.uk) as soon as possible.