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| Job Description |  |

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| Job Title | Project Manager |
| **Department** | Transformation Department |
| **Responsible To** | Interim Head of Transformation or Programme Director |
| **Responsible For** | N/A |
| **Grade** | 7 |
| **Location** | At any location across the partnership as agreed with the Director of Transformation |
| Job Objective |
| Working with the Director of Transformation/Programme Director the post holder will take ownership for developing and monitoring the project management framework for a number of projects including the operating model programme. This is a permanent post in the transformation department, however, secondments into this post may be considered. |
| Key Duties & Responsibilities |
| **Project Management Framework:*** Ensure project governance is maintained including creation, monitoring and updating project plans, resource plans and risks registers for a variety of projects
* Actively manage a project plan for each project, providing progress reports as required.
* Organise project meetings and recording minutes and actions for circulation
* Review, evaluate and mitigate potential risks in respect of the project, plan and implement responses to those risks and respond to issues that affect the project.
* Responsible for monitoring project budgets, raising PO’s and requisitioning on behalf of the team, reporting on budget progress and providing updates as required.
* Undertake and oversee performance / financial data analysis to develop an evidence base for project decision making.
* Prepare and update project initiation documents, terms of reference and business cases that justify the initiation, investment or continuation of projects in terms of benefits, costs and risks.
* Responsible for monitoring and managing supplier performance.
* Manage variations and change requests in a controlled way.

**Effective Reporting:*** Ensure all relevant stakeholders and relevant committees are updated with progress through the duration of the project.
* Develop end of project reports and lessons learnt to continuously improve project delivery

**Communication and Engagement*** Build relationships and work collaboratively with colleagues across the partnership
* Maintain SharePoint areas, in collaboration with the Programme Director, to ensure all staff are updated on projects

**Programme Team Support*** Support colleagues to deliver on project aims, objectives and outcomes.

**General duties*** To participate in the university’s performance and development review procedure.
* To take due care of yourself and others in respect of health and safety.
* To attend training courses that may be identified as necessary by your line manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
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| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: 8th November 2024 |