JOB DESCRIPTION
Project Manager, Academic Standards and Quality
Vacancy Ref: N1555

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager (fixed term, 2 years)</th>
<th>Present Grade: 8P</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Academic Standards and Quality</td>
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<td>Directly responsible to:</td>
<td>Head of Academic Standards and Quality</td>
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Primary contacts

Internal:
Pro-Vice-Chancellor (Education); Pro-Vice-Chancellor (International); University Dean for Academic Quality; faculty and department staff with responsibility for academic standards and quality including, but not limited to, Associate Deans, Faculty Directors of International Teaching Partnerships and Teaching Quality Support Officers; Programme Directors, staff in professional services including, but not limited to, ISS, Student Registry, Careers, Organisation and Educational Development, Strategic Planning and Governance, Marketing and Communications.

External:
Colleagues at regional and international teaching partners; contacts at professional, statutory and regulatory bodies; QAA; HEFCE; professional networks for academic standards and quality in HE, regionally, nationally and/or internationally.

Major Duties:

The Role
Accountable to and working closely with the Head of Academic Standards and Quality (ASQ), the Project Manager will be responsible for the successful implementation of a number of priority projects to meet the University’s objectives and the demands of the new national regulatory regimes relating to academic quality and standards. This will include process and system change projects, as well as the development and successful implementation of new approaches to working with colleagues across the University and in our partner organizations.

Working as the senior member of a team with responsibility for developing and operating the various mechanisms by which the University assures the quality and supports the enhancement of its academic provision, including that delivered with its collaborative partners in the UK and internationally, the role holder has a key part to play in the design and delivery of proactive, innovative and flexible solutions.

Key Responsibilities
Project management of a number of stand-alone and interlinked projects, including:
1. Planning and delivery of projects, from inception to completion, to the highest quality and standards;
2. Implementation of effective programme and project management processes;
3. Requirements capture and project definition, ensuring that all IT and/or process development is fully informed by internal and external stakeholder requirements;
4. Regular liaison with senior management and project executive members to ensure project developments continue to meet the needs of a regulatory regime in flux;
5. Providing leadership, motivation and delegation of responsibilities to project teams from disparate areas of the University;
6. Project control and management reporting to relevant Project Boards and University committees;
7. Overseeing and/or delivering project activities (e.g. data collection, workshops, business case preparation, design and implementation of new processes);
8. Stakeholder management, including communication and liaison with all internal stakeholders;
9. Managing relationships and dependencies between and across projects in order to ensure compliance with statutory requirements, appropriate prioritization and first class customer service;
10. Providing timely and accurate reporting on progress, including summary reports and the development and ongoing management of project risk registers;
11. Undertaking any other duties commensurate with the grade of the post as directed by the Head of Academic Standards and Quality.