



## Job description: Project Manager

### Job details

<b>Salary:</b>	ALT Grade J
<b>Hours:</b>	37 hours per week, all-year round
<b>Contract type:</b>	Fixed Term – 2 years
<b>Academy Site:</b>	Trust central team – Operations Directorate
<b>Reporting to:</b>	Director of Operations

### Main purpose

Support and advise leaders across the trust in the planning, delivery and evaluation of projects across the Education, Finance, People and Operations portfolio. Work with colleagues to ensure projects deliver positive outcomes and support the trust in delivering its strategic objectives.

Responsible for completing and delivering on projects across the Trust, including key documentation such as project initiation documents, financial appraisals, project programmes and risk registers. This will also include the delivery of project progress reports.

### Duties and responsibilities

#### Planning

- Work with the Director of Operations to prioritise projects and understand how they contribute to the wider programmes of work across the trust
- Develop and implement guidance, templates and models to support the successful project planning process
- Support and advise employees in completing business cases to put forward projects to be considered by the Executive Leadership Team
- Train employees on the project management approach and how to effectively plan, deliver and evaluate projects
- Coordinate teams to effectively scope out projects, bringing together senior leaders, subject matter experts and project teams
- Ensure budgets are planned accurately and understood
- Use a range of tools to develop effective cost models for each stage of the project
- Work with the Executive Leadership Team to understand the impact of budgets, resources and timelines on the wider programmes of work across the trust
- Support and advise project teams to define success criteria and how this will be evaluated
- Plan reviews and how information will be shared at each stage of the project life cycle
- Carry out stakeholder analysis with the project team to identify key stakeholders and how their impact on the project
- Prepare communications plans to ensure project plans are fully understood by all stakeholders



- Put together a responsibility assignment matrix for each project so team members are clear on their roles and responsibilities as part of project delivery
- Identify the key risks associated with each project and ensure a risk register is in place to show how these risks will be mitigated throughout the project
- Map the benefits ahead of the project and ensure they are understood by key stakeholders
- Use software to effectively plan timelines, resources, costs and ensure this is updated throughout the project
- Present project plans to the Executive Leadership Team

### **Delivery**

- Ensure projects are ready to move from scoping and definition into delivery and implementation
- Coordinate teams to effectively deliver projects (or establish strong, trusting relationships across functional and educational teams to ensure the carefully planned coordination of internal team services and external consultants as required to ensure successful project delivery.
- Work with staff across a number of schools, service areas and external agencies to deliver successful projects
- Ensure project plans are effectively communicated and key stakeholders are kept up to date with the status of the project
- Update the schedule and timeline throughout the project
- Manage the change process through effective documentation and communication with the project sponsor / Executive Leadership Team
- Allocate resources effectively
- Report on project status and regular reviews throughout the project
- Ensure risks are managed appropriately and any changes to the risk status is analysed and reported to the project sponsor / Executive Leadership Team
- Carry out quality assurance throughout the project
- Manage the handover process from project delivery to business as usual and continuous improvement

### **Evaluation**

- Calculate key metrics to determine the success of a project
- Ensure success criteria is effectively analysed and evaluated
- Give verbal and written reports on the success of projects
- Work with the Executive Leadership Team to carry out benefits realisation and understand the success of a project
- Document lessons learned and use this to inform future projects

### **Generic Responsibilities of all Active Learning Trust Employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.



- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*



## Person Specification: Project Manager

E = Essential D = Desirable

	E	D
<b>Qualifications and training</b>		
5 GCSEs including Maths and English Grade C/4 or above (or equivalent)	x	
Relevant degree or equivalent qualifications or experience	x	
Project management e.g. APM or Prince2 or post-graduate	x	
Evidence of continuous professional development and training in relatable fields	x	
Management qualification		x
Change management qualification		x
<b>Experience</b>		
Demonstrated ability to work in a fast paced and high-pressure environment, to meet often tight deadlines, and to work pro-actively	x	
Experienced at initiating, leading, and managing cultural and strategic change	x	
Experience of developing and sustaining positive relationships with colleagues and stakeholders	x	
Management experience in terms of managing relationships, decision making and working as part of a team	x	
Conflict resolution experience	x	
Education / Academy sector experience		x
Experience of managing and developing staff including effective performance reviews and continuous service reviews		x
<b>Skills and knowledge</b>		
Proficient in project management software and tools, such as Microsoft Project	x	
Ability to manage budgets, challenge value for money and build new working relationships with suppliers and partners	x	
Strong written and verbal communication skills with demonstrable ability to present to multi professional/disciplinary meetings on a range of complex and technically based information	x	
Strong presentation skills with the ability to successfully convey and communicate ideas	x	
Resource management & strong problem-solving skills	x	
Strong organisational skills	x	
Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector		x
Contract management and negotiation		x
<b>Personal qualities</b>		
Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a> ) at all times	x	
Commitment to maintaining confidentiality at all times	x	
Commands confidence and credibility	x	



Innovation focused with a developed interest in new and emerging ways of working	x	
A commitment to professional development	x	
A strong commitment to both Trust values and ethos with own professional conduct and ethics	x	
A team player who works with honesty, integrity and compassion for others and with a keenness to enable all colleagues to contribute ideas and be part of positive change	x	
The ability to coach others, communicate enthusiasm and vision to the staff	x	
Resilience and optimism; someone who is willing to go the extra mile in the busy life of the education sector	x	
Intellectual curiosity, enthusiasm, and a personal ethos of lifelong learning	x	
A measured and confident decision maker who is calm and positive whilst under pressure	x	
A genuine commitment to the wellbeing of the staff and students	x	
A willingness and ability to travel efficiently and the flexibility to work outside of business when occasionally required	x	
<b>Equal opportunities</b>		
Commitment to inclusion, equality and diversity	x	
To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all	x	
<b>Safeguarding</b>		
Genuine commitment to safeguarding and promoting the welfare of children and young people	x	