

## Job Description

# Project Manager

## Position Overview

<b>Department</b>	Business and Partnership Development & Apprenticeships
<b>Location</b>	Hybrid Role– Marble Quay, London & WFH
<b>Term</b>	Full-time; Fixed Term (12 months) – 38 hours per week (1.0 FTE)
<b>Benefits</b>	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional pension schemes, private medical insurance, season ticket loans and being part of the cycle to work scheme dependent upon length of service.
<b>Salary</b>	£40k - £45k depending on experience
<b>Reports to</b>	Associate Director, Innovation & Enterprise

## The Role

Reporting directly to the Associate Director, Innovation & Enterprise, the Project Manager will lead numerous projects associated with establishing, growing, and delivering experiential education provision, including, but not exhaustively; Apprenticeships, Cooperative (co-op) education, Impact Projects and Skills Bootcamps at Northeastern University London. This post holder will be able to thrive under pressure to meet targets and use their own initiative on a frequent basis. You will be a driven and proactive individual, conscientious, with an eye for detail, a willingness to learn, excellent communication, and strong team-working skills. Additionally, your ability to navigate complex regulatory environments will be crucial in shaping the future of experiential opportunities at NU London.

## Duties and Responsibilities

- Manage internally sponsored and externally commissioned work-related learning projects, delivering innovative, high-quality solutions and proactive contract management.
- Maintain comprehensive project documentation, including plans, risk registers, and progress reports.

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- Apply effective project management methodology based on individual project context and requirements
- Ensure timely and high-standard delivery of diverse projects through effective supply chain management and collaboration.
- Partner with Northeastern University teams to ensure projects are effectively communicated and meet all requirements including contractual, regulatory and internal quality/governance standards - are effectively communicated.
- Contribute to project delivery by creating products and collateral and updating internal and external stakeholders regularly.
- Act as a liaison between partners, clients and internal teams, ensuring project goals align with commissioner needs.
- Support delivery teams as and when needed to ensure project outputs are effectively delivered within timeframes, taking a proactive, problem-solving approach
- Effectively identify and manage risks to project delivery and identify and implement suitable mitigations to ensure issues do not impact overall deliverables
- Maintaining effective project governance structures, including management of project governance meetings such as project board meetings, providing papers and agendas in advance, taking notes and keeping comprehensive meeting records
- Collaborate with Senior Management on project and strategic developments.
- Stay informed on sector regulations, ensuring compliance, and providing updates to the team.
- Provide professional responses to enquiries, collaborating with internal teams as needed.
- Adhere to data protection regulations and participate in professional development.
- Foster a positive work environment focused on learner experience.
- Such other duties as assigned by the Associate Director, Innovation & Enterprise

### **About the University**

Based in the heart of London, Northeastern University London has developed a reputation for delivering an excellent university experience and has exceeded all Russell Group universities for overall student satisfaction in the UK's National Student Survey for four consecutive years (2019, 2020, 2021 and 2022).

Small by design, Northeastern University London offers a vibrant community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society.

Northeastern University London is part of Northeastern University's Global Campus Network. Ranked 44th in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

### **About Business and Partnership Development & Apprenticeships**

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The Business and Partnership Development & Apprenticeships section of NU London is dedicated to designing and delivering work-related learning throughout the UK and internationally. The majority of the team largely work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The team currently delivers a growing portfolio of work-related learning in the form of apprenticeships, online degrees, Skills Bootcamps, and other short course offerings, all aligned to digital transformation, data science, artificial intelligence, and project management.

### Person Specification Criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- Honours degree or equivalent professional or vocational qualification [E]
- Experience in initiating, implementing, and maintaining project management processes that play a key role in the success of an academic department [E]
- Experience working with diverse stakeholder groups and managing project communications [E]
- Excellent planning and project management capabilities [E]
- Experience of audit, compliance and reporting requirements relevant to this post [E]
- Strong communication (verbal and written) and relationship management skills, including effective stakeholder and partnership working [E]
- Ability to prioritise workload, exercise good time-management and the ability to work to deadlines, and excellent organisational skills [E]
- Ability to adapt quickly (and positively) to changing demands and priorities [E]
- Advanced IT skills, including the full Microsoft Office suite [E]
- Exceptional attention to detail, accuracy and quality of work is key [E]

### Additional Information

### Enquiries

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Informal enquiries may be made to Hannah Sullivan-Guckian (hannah.sullivan-guckian@nulondon.ac.uk). However, all applications must be made in accordance with the application process specified.

### **Application process**

Applications should be made via [this link](#) by 23:59 on **10<sup>th</sup> September 2024**. Please reference your application “**PM0824**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

**Interviews are expected to commence w/c 30<sup>th</sup> September 2024**

**Please note this role may require a basic DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London requiring a DBS check.**

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

### **Job sponsorship**

**Please note that this role is not eligible for visa sponsorship.**