

Candidate Information

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| Position: | Skills Project Manager |
| School/Department: | Directorate Office (Research and Enterprise) |
| Reference: | 22/109649 |
| Closing Date: | Monday 4 April 2022 |
| Salary: | £42,149 - £51,799 per annum |
| Anticipated Interview Date: | Friday 29 April 2022 |
| Duration: | 3 years |

JOB PURPOSE:

The postholder will be a key member of the Queen's BRCD Programme Delivery Team and member of the BRCD Employability & Skills (E&S) Project Team within the BRCD Programme Management Office. This role will be required to work collaboratively to deliver partnership projects and activities with City Deal partners, overseeing implementation of education and skills activities relating to each of Queen's three BRCD Innovation Centres and making a formal contribution to delivery of Employability and Skills proposition, and associated work programme for the Employability and Skills pillar of the BRCD.

MAJOR DUTIES:

1. Work collaboratively across the BRCD programme as skills project lead within Queen's Innovation Projects and support the development of an in-depth understanding of employability and skills needs arising from Innovation projects.
2. Lead the development and facilitate the delivery of action plans for skills elements of Queen's Innovation projects and the Employability & Skills Pillar, reflecting project/pillar level intelligence, wider E&S labour market intelligence, alignment with NI and local strategic E&S priorities, University capabilities and employer insights.
3. Lead evidence-gathering, analysis and engagement to identify gaps and opportunities for development of new skills provision, mapping identified skills needs to existing provision across tertiary education.
4. Engage with BRCD Partners to reflect identified skills needs within local and organisational delivery plans, facilitating alignment with organisational plans, co-ordination and joint working where possible.
5. Working closely with University academic departments, colleges and local councils, lead the scoping and implementation of new skill interventions/curriculum development, support course proposals and approval documentation and business cases/funding applications, ensuring outcomes and expected benefits are clearly articulated and aligned with University and BRCD objectives.
6. Support efforts to maximise the inclusive growth impact of the BRCD programme facilitating joint working on areas of priorities with partners, advising on the design and delivery of investment projects, informing the targeting/delivery of E&S interventions and/or working with partners as employers to deliver additional benefit.
7. Responsible for developing and delivering effective programme and project management arrangements to secure the effective delivery of allocated programmes of work.
8. Evaluate achievement of objectives, impact and benefit achieved through the delivery of the work programme.
9. Ensure compliance with the agreed governance arrangements and provide support for the governance structures within the BRCD programme at Queen's and the Employability & Skills Board including drafting of reports, participation at meetings and facilitating the delivery of actions agreed by governance groups.
10. Lead task and finish projects on defined areas of priority aligned to the Queen's innovation projects and/or priority growth sectors and City Deal inclusive growth priorities.
11. Contribute towards the development of a BRCD Labour Market Intelligence (LMI) system drawing in existing intelligence and where required commissioning new research/intelligence and to analyse resultant data in order to inform and refine BRCD priorities and actions.
12. Develop effective relationships with a wide range of stakeholders within the University, E&S Programme team and across the Belfast Region, including relevant industry reference groups, collaborating partners, UK government departments, local Government, the NI Executive, NICS departments and the private and community sector.

13. Establish and implement effective flows of information and communications within and between projects, supporting and contributing to communication and marketing campaigns related to the BRCD, organising visits and relevant events and stimulating support in related employability and skills programmes and ensure key stakeholders remain properly engaged and informed.

ESSENTIAL CRITERIA:

1. An undergraduate degree or equivalent.
2. At significant recent, relevant experience managing projects of scale or strategic importance to include:
 - Planning and delivering projects on time and within budget.
 - Stakeholder/partner management and programme reporting.
 - Project governance and risk management including managing and monitoring programme or project budgets.
 - Using formal project management techniques to deliver successful projects.
3. Experience leading, planning and delivering projects requiring evidence-gathering, analysis and working collaboratively to develop innovative solutions.
4. Experience of the effective leadership, management and delivery of economic development, skills or employability projects or programmes.
5. Ability to build relationships with people at all levels.
6. Advanced use of Microsoft Office, especially Excel.
7. Relevant knowledge and understanding of the tertiary education sector.
8. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
9. Evidence of positive negotiation and influencing skills.
10. Good oral and written communication skills.
11. Ability to communicate goals, and engage, motivate self and colleagues, and achieve buy-in to deliver common objectives.
12. Ability to creatively resolve problems and adapt to changing priorities.
13. Some working outside of standard working times may be required to meet the responsibilities of the post and needs of stakeholders.

DESIRABLE CRITERIA:

1. A relevant postgraduate qualification.
2. A professional project/programme management qualification (e.g. PRINCE2).
3. Experience delivering projects with multiple partners.
4. Experience of delivering change in a large organisation, acquired during the last 5 years.
5. Experience analysing and identifying organisational / employer skills needs and developing solutions to meet those needs.
6. Effective use of software to manage data, projects and relationships.
7. Relevant knowledge and understanding of employability and skills.

ADDITIONAL INFORMATION:

Applicants should note that in addition to the list above the post-holder will be required to be flexible, adaptable and aware that there may be a need to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which emerge as the work programme develops and which are commensurate with the role.