

Example of a recruitment advert

The Partners are now seeking an experienced Project Manager with a proven track record of project development and delivery, with specific experience of a merger if possible. The Project Manager will plan, execute and finalise an overall merger plan for the Partners according to strict deadlines and within agreed budget. He/she will be responsible for the establishment of internal workstreams with a view to delivery of the merger through a range of activities and agreed milestones.

The Project Manager will have excellent business management skills with significant experience of delivering complex organisational change. He/she will be able to influence and motivate staff and engage with student representatives while developing and maintaining cordial relationships with Partners and stakeholders. He/she will combine their drive and flair with considerable project experience to ensure a successful merger programme is delivered.

Project Manager - responsibilities and key requirements

The role of the Project Manager is to plan, deliver and finalise an overall merger plan for the Partners according to strict deadlines and within agreed budget.

The Project Manager's responsibilities will include:

- Support to the Management teams/Executive teams of the Partners;
- Support to the Partnership Board;
- The development of an overall plan and high level timetable for the merger;
- Communication of the plan to the Governing Bodies, the Scottish Funding Council and the Scottish Government as appropriate, reflecting changes as they arise;
- Establishment of internal workstreams required for delivery of the merger including development of initial agendas, reporting and communications documents;

- Provision of information and support to the Executive Steering Group (ESG);
- Formation of a Central Programme Team to support the ESG and the merger support groups;
- Definition of the activities and outputs of the merger support groups (for example, Curriculum, Business Development, Marketing and International work streams) and will require establishment of central services work stream required for the delivery of the merger;
- Programme management to enable development of detailed work stream plans; agreement of initial budgets; delivery of initial milestones;
- Determine and deliver on the frequency and content of status reports and troubleshoot problems areas; and
- Build, develop and grow any business relationships vital to the success of the project.

Key skills and requirements of the Project Manager

- Excellent business management skills
- Effective planning and organisation skills
- Proven track record of project execution and management
- Significant experience of delivering complex organisational change
- Project experience on a large merger programme
- Financial management skills
- Good verbal communication and interpersonal skills with the ability to develop and maintain cordial relationships with Partners and stakeholders

- Ability to problem solve at a high level to resolve conflict situations
- Ability to motivate and influence
- Good written communication skills with the ability to produce high level reports and communication documents
- Strong ICT skills

Timing of activity

At this stage there is an element of uncertainty over the timing and level of activity required and the internal resources able to support the process. The level of support required on a weekly basis will vary and will be agreed with the Principals.

Work base

Work will be performed in the main on the premises of the colleges but some activity e.g. report writing may be undertaken off-site.