

Job description

Job title:	Project Manager
Grade:	3b
Department:	Learning
Responsible for:	0 Direct reports
Accountable to:	Learning Innovation Manager

Job summary

The project manager is responsible for establishing, managing and completing projects to agreed time, budget and quality criteria. They will work closely with project sponsors to ensure scope, deliverables and benefits remain achievable and fit for purpose.

The post holder will be working on projects within the learning innovation and operation teams, project managing major redevelopments of established courses (including all material production) and new product development. They will work with a variety of contributors, colleagues and specialists such as clinical leads, programme managers, educators, learning technologist, instructional designers, publication department, medical artists and others as required to deliver project outcomes in line with the College's strategic aims.

Specific duties and responsibilities

Project planning

Responsible for:

- Working with the project sponsor and project group to establish and document project deliverables, plans, resources and benefits, including through meetings and stakeholder engagement as required, facilitating the development of the project from high level concept to achievable deliverables
- Drafting and maintaining project documents, records and other artefacts as required by the project including project plans and budgets and product specification documents
- Convening, facilitating and managing working groups
- Sourcing and managing the resources required for successful project delivery, including drafting requirements and seeking quotations, managing tenders, negotiating contracts where relevant and agreeing cross team resourcing (matrix management)



Collaboration



Respect



Excellence



Project Communication

Responsible for:

- Undertaking stakeholder mapping and developing full project communication plans
- Informing and engaging colleagues in the project; acting as a single point of contact for queries
- Ensuring communication about the project is clear and involves those for whom the project will have an impact; managing interdependencies and contributing to programme management

Implementation

Responsible for:

- Managing and motivating the project team, which may include clinical leads and educators, programme managers, learning technologist, other colleagues, contractors and/or consultants, to deliver project outputs to time, budget and quality requirements
- Managing the operational aspects of the project; activities will depend on specific projects but may include managing external contractors, managing, collating and editing contributions from working groups, identifying and managing system changes and working with internal and external stakeholders to effect these
- Working closely with colleagues in the learning innovation and operation teams including resourcing educational advice for product development and design
- Identifying, analysing, recording, managing, resolving and reporting on project risks and issues, presenting options and solutions to project governance groups
- Adhering to relevant guidelines, policies and procedures such as the College style guide and Standard Operating Procedures
- Managing stakeholder engagement including working parties, external course providers, colleagues, professional groups (surgeons, anaesthetists etc) and other interested parties
- Developing business as usual plans in collaboration with colleagues, ensuring sustainability

Reporting

Responsible for:

- Providing regular, timely and accurate status updates and assessments of project performance to internal and external stakeholders
- Monitoring income and spend against budget, highlighting variances
- Monitoring and evaluating the project against agreed deliverables, highlighting variances to the original project plan
- Drafting, contributing to and editing briefings, committee papers, reports, presentations and other documents in relation to the project
- Maintaining an overview of other projects in the portfolio and their dependencies on own areas of work; highlighting potential areas of conflict as early as possible and proposing resolutions



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Respect



Excellence



Developing self and contributing to development of others

Responsible for:

- Taking responsibility for own continuous professional development in the context of project management and supporting team members' development through coaching and mentoring as required
- Actively seeking a good understanding of the learning and professional development requirements of surgeons throughout their careers including keeping up to date with any relevant policy changes

General

- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Line Manager.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree or equivalent qualification or a proven successful track record in a similar role	<ul style="list-style-type: none">• A recognised qualification in project management, e.g. APMP, PMP
Experience and skills	<ul style="list-style-type: none">• Experience of managing and delivering projects, engaging with stakeholders at all levels• Knowledge of formal project management methods• High level of attention to detail• The ability to multitask, prioritise and delegate in order to deliver to tight deadlines• Excellent written skills, including report writing	<ul style="list-style-type: none">• Experience of working in the healthcare sector• Experience of a publishing project• Knowledge and experience postgraduate education and training including• Volunteer organisation and management



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	<ul style="list-style-type: none">• A confident computer user, including word processing, spreadsheets and use of project planning software• Knowledge and experience of digital learning including e-learning• Ability to write reports	
Financial management and business planning	<ul style="list-style-type: none">• A good standard of numeracy, including estimating, financial budgeting, using percentages and working with data• To work within a budget and manage costs• A confident computer user, including word processing, spreadsheets• Strong analytical skills, with experience of using data and evidence to solve problems	
People and interpersonal skills	<ul style="list-style-type: none">• High level of attention to detail• Solution focused to drive results• Ability to work independently and as part of a team• The ability to multitask, prioritise and delegate in order to deliver to tight deadlines• Excellent interpersonal skills, including the ability to influence and persuade individuals at all levels• Excellent communication skills, including the ability to clearly articulate complex / technical concepts and to identify, summarise and convey the critical points of an argument	<ul style="list-style-type: none">• Ability to use different technology to maintain stakeholder engagement



The post holder will also need to demonstrate the following values:

Collaboration	<p>We embrace our collective responsibilities working collaboratively and as one college.</p> <ul style="list-style-type: none"> • We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	<p>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</p> <ul style="list-style-type: none"> • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	<p>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p> <ul style="list-style-type: none"> • We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



Collaboration



Respect



Excellence