Assistant Project Manager (Strategic Projects)

Job Description

POST: Assistant Project Manager (Strategic Projects)

RESPONSIBLE TO: Senior Project Manager, Strategic Projects

RESPONSIBLE FOR: N/A

SALARY: SP 25 to SP 29 National pay scale (£28,785 to £32,029) and SP 26 to SP 30 Inner London pay scale (£33,162 to £35,637) + Expenses + Local Government Pension Scheme

LOCATION: National Office or any Regional Bases

WORKING PATTERN: 37 hours per week (may include occasional evening or weekend working by prior agreement, for which time off in lieu will be given).

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: To assist in the delivery of a range of projects across the organisation’s portfolio of Strategic Projects, including strategic organisation development projects, new academies joining Oasis, new free schools and other significant organisational change projects. The role will require excellent project management skills and will involve liaising at all levels internally as well as working externally with Local Authorities, the DfE and other external contractors. This role will effectively assist in the delivering projects on time, within budget and within scope, meeting the needs of the organisation and will also be responsible for the end to end delivery of some workstreams and smaller projects. Strategic Projects also has the remit to manage legal workstreams and DfE Significant Changes, this role will be responsible for supporting on these projects, liaising directly with lawyers, DfE and third parties as required.

SPECIFIC RESPONSIBILITIES:

A. Project Management:
   - To assist in the project management of allocated projects across the organisation portfolio of organisational change projects as directed by the Senior Project Manager, including:
     - Strategic organisation development projects
     - New academies joining Oasis (academy conversions)
     - New free schools, both mobilisation and sites/buildings (temporary and permanent)
     - Other significant organisational change projects
Wider community projects
- To assist in all areas of project documentation, including creation, monitoring and ownership of project plans, risk registers and issues logs
- To highlight and support the mitigation of risks within the scope of an Assistant Project Manager, including understanding all strategic areas of service, HR, finance etc. to ensure long term sustainability of the Trust and individual academies, escalating as required
- To prioritise workload against clear deadlines and milestones to achieve overall project success
- To implement any necessary changes throughout the project as directed, utilising the agreed change control methods
- To contribute to the lessons learnt process throughout projects to evaluate successes and challenges to enhance learning and feedback into current and future projects
- To assist in compiling scope of works, project start up, project initiation documents and business cases. Work effectively with service leads and academies to capture the requirements of any project or project work package, assessing its feasibility
- To support the management of the handover from the project phase to business as usual at the conclusion of the project
- To support the development of systems, processes and templates, including process mapping
- To project management of specific workstreams or small projects, end to end

B. Project Reporting
- Accurately report in an agreed format to the Senior Project Manager on a regular basis
- To support the project manager to provide reporting to all project stakeholders in line with the team reporting methodologies, ensuring level of detail is appropriate for the audience
- To maintain the master programme management schedule, providing key updates and information for all projects they are supporting on and delivering
- To prepare papers for and attend regional and whole trust meetings from time to time to provide project updates

C. Project Meetings:
- To support the delivery of Project Steering Groups (PSG) meetings, along with other workstream related meetings

D. Communication and Stakeholder Management:
- To be a main point of contact for each allocated projects and ensure excellent lines of communication between Oasis regional and national staff, academy principals and staff, senior OCL management, DfE and Local Authorities
- To effectively lead and motivate the wider project team, championing project management methodology across the organisation
- To alert the Senior Project Manager to key issues affecting the efficient running of the Strategic Projects Team

E. Project Budget Management:
- To monitor project budgets regularly, supporting with the process of forecasting and re-forecasting throughout the year
- Ensure budget claims are completed successfully
- To monitor internal and external requirements for project resource
- To complete regular financial reports
- To liaise with the Finance Manager to ensure that all project budget information is reconciled in the Trust accounting systems

F. Legal and DfE Significant Changes:
- Support the preparation of lease, CTA and funding agreements
- Contribute to ensuring the Trust is projected in the long term from known and unknown risks, relating to legal issues
- Support on legal workstreams of projects and support and monitor the work being undertaken by appointed lawyers, liaising directly with all internal and external stakeholders. Track and convey agreed legal changes to key documents on behalf of others
- Support on the completion of allocated projects relating to DfE significant changes, leading on these where required
- Support the development and maintenance of legal checklists and contribute to the production of Trust policies relating to legal and DfE Significant Changes

G. Specific Knowledge and Skills:
- To maintain a good working knowledge of current national educational initiatives and developments
- To maintain an excellent understanding of all legislation and processes linked to academy conversions and free schools
- To support in research and communication of grant opportunities for the organisation, writing and compiling grant applications
- To research areas as requested by the Senior Project Manager to ensure viability of new projects
- Complete operational duties from time to time, specifically where business as usual resource is not in place, for example leading on the development of marketing strategies, academy admissions and event co-ordination, including consultation events

H. Other
- To complete the roles and responsibilities of the Project Support Officer when required
- To deputise for the Project Manager when required
- To undertake training required to maintain proficiency
- Liaising, assisting and taking part in a range of activities in support of the Strategic Projects Team, including organising any team training identified by the Senior Project Manager
- To regularly travel around the country to academies and meetings, with overnight stays as required
- To ensure that our approach to project management is fully aligned to our ethos and 9 habits
• To carry out any other reasonable requests as directed by the Senior Project Manager

I. Safeguarding children and young people:
• Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

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<th>Employee:</th>
<th>Line Manager:</th>
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Assistant Project Manager (Strategic Projects)
Person Specification

Our Purpose
The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos
Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>Educated to Degree level (or equivalent level)</td>
<td>Project Management Qualification e.g. PRINCE 2</td>
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<td>Right to work in the UK</td>
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<th>Experience, Skills &amp; Knowledge</th>
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<td></td>
<td>Experience of working in a project management environment, using a range of project management documentation</td>
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<td>Some experience of seeing a project through to completion, achieving project outcomes</td>
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<td>Ability to plan, monitor and provide effective reporting on the progress of projects</td>
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<td>Experience of working with Microsoft Office in particular, Outlook, Word, PowerPoint, Excel and Project</td>
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<td>Flexible and willing to take on task outside of the JD</td>
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<td>Experience of working as a project manager in an education setting</td>
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<td>Experience of building projects</td>
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<td>Knowledge of the Academies programme</td>
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<td>Event Co-ordination and marketing experience</td>
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<td>Process improvement</td>
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<td>Advanced level of MS Outlook, Word, PowerPoint, Excel and Project</td>
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<td>Strong influencing and negotiating skills</td>
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### Personal Qualities

- Self-starter and proactive, with ability to work on own initiative
- Adaptable and flexible
- Excellent oral and written communication skills
- Ability to track and manage budget allocations providing timely reports
- Excellent organisational skills
- High attention to detail
- Excellent standard of numeracy
- Good analytical / troubleshooting skills
- The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English

- Ability to be flexible and willingness to embrace innovation
- Proven ability to organise workload, prioritise, work under pressure, meet deadlines and follow tasks to successful conclusion
- Demonstrate ability to build and develop relationships at all levels
- Reliable, enthusiastic, committed
- Available to regularly travel and stay overnight where required for extended periods
- Well-honed decision-making skills and ability to make sound judgements
- Self-Motivated, with a ‘can-do’ approach to problem solving, focused on delivery

- Full clean driving licence
- Flexible, mature and balanced approach
- Team player who is able to work collaboratively in a diverse team
- Diplomatic and able to remain discrete when privy to confidential information.
- Willingness to learn
- Commitment to safeguarding and promoting the welfare of children and young people
- Willingness to undergo appropriate checks, including enhanced DBS checks
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.