



# Project Manager (Strategic Projects)

Oasis Community  
Learning

# Project Manager (Strategic Projects) Job Description

<b>POST:</b>	Project Manager (Strategic Projects)
<b>RESPONSIBLE TO:</b>	Senior Project Manager, Strategic Projects
<b>RESPONSIBLE FOR:</b>	Assistant Project Manager, Strategic Projects
<b>SALARY:</b>	P35 to SP 39 National scale (£38,890 to £42,821) or SP 36 to SP 40 Inner London scale (£42,609 to £46,536) + Expenses + Local Government Pension Scheme
<b>LOCATION:</b>	Remote working with travel to National London Office or any Regional Bases
<b>WORKING PATTERN:</b>	37 hours per week (may include occasional evening or weekend working by prior agreement, for which time off in lieu will be given).
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To deliver projects across the organisation's portfolio of Strategic Projects under the direction of the Senior Project Manager, including strategic organisation development projects, capital 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 deliver projects on time, within budget and within scope, meeting the needs of the organisation. Strategic Projects also has the remit to manage legal workstreams and DfE Significant Changes, this role will be responsible for leading on these projects, liaising directly with lawyers, DfE and third parties as required.

## **SPECIFIC RESPONSIBILITIES:**

### **A. Project Management:**

- To project manage the delivery of allocated projects across the organisation's portfolio of organisational change projects as directed by the Senior Project Manager, including:
  - Strategic organisation development projects

- Capital projects as part of the internal capital programme ranging from the refresh programme to large scale refurbishment
- 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 lead in all areas of project documentation, including creation, monitoring and ownership of project plans, risk registers and issues logs
- To highlight and mitigate risks within the scope of 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, utilising the agreed change control methods
- To manage the lessons learnt process throughout projects to evaluate successes and challenges to enhance learning and feedback into current and future projects
- To compile 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 prepare the development and submission of capital bids to maximise grant income
- To manage the handover from the project phase to business-as-usual teams at the conclusion of the project
- To lead on the development of systems, processes, and templates, including process mapping
- Delegate project tasks where appropriate based on individual responsibilities, strengths, and experience levels

#### **B. Project Reporting and Project Meetings:**

- Accurately report in an agreed format to the Senior Project Manager on a regular basis
- 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 delivering
- To prepare papers for and attend regional and whole trust meetings from time to time to provide project updates
- To chair Project Steering Group (PSG) meetings, along with other workstream related meetings

#### **C. Communication and Stakeholder Management:**

- To be the main point of contact for each allocated project 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

**D. Project Budget Management:**

- Setting and managing budgets, delivering projects within budget constraints, forecasting and re-forecasting throughout the year
- Ensure budget claims are completed successfully
- To manage 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

**E. Legal and DfE Significant Changes:**

- Responsible for ensuring lease, CTA and funding agreements are drafted and signed off
- Contribute to ensuring the Trust is protected in the long term from known and unknown risks, relating to legal issues
- Lead on legal workstreams of projects and manage 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
- Lead on the completion of allocated projects relating to DfE Significant changes
- Develop and maintain legal checklists and contribute to the production of Trust policies relating to legal and DfE Significant Changes

**F. Specific Skills and Knowledge:**

- 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

**G. Other:**

- To complete the roles and responsibilities of the Project Support Officer when required
- To deputise for the Senior 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.

**H. LINE MANAGEMENT RESPONSIBILITIES**

- To line manage an Assistant Project manager within the Strategic Projects team, ensuring that their wellbeing and development is regularly discussed.
- To set clear annual objectives for team members and hold them to account

**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:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# 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.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Degree level (or equivalent level)</li> <li>• Relevant Project Management Qualification (APMP or Prince2 Practitioner Level, RICS)</li> <li>• Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Association of Project Management RICS</li> <li>• IOSH – Managing Safely</li> <li>• Full MRICS status experience and/or breadth of knowledge and competence</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working as a project manager in an education setting</li> <li>• Proven experience of seeing a project through to completion, achieving project outcomes.</li> <li>• Ability to plan, monitor and provide effective reporting on the progress of projects</li> <li>• Experience of working with Microsoft Office in particular, Outlook, Word, PowerPoint, Excel and Project</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of capital projects</li> <li>• Knowledge of the Academies programme</li> <li>• Event Co-ordination and marketing experience</li> <li>• Process improvement</li> <li>• Advanced level of MS Outlook, Word, PowerPoint, Excel and Project</li> </ul>
	<ul style="list-style-type: none"> <li>• Flexible and willing to take on task outside of the JD</li> <li>• Self-starter and proactive, with ability to work on own initiative</li> <li>• Adaptable and flexible</li> <li>• Excellent oral and written communication skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to track and manage budget allocations providing timely reports</li> <li>• Excellent organisational skills</li> <li>• High attention to detail</li> <li>• Excellent standard of numeracy</li> <li>• Strong influencing and negotiating skills</li> <li>• Good analytical / troubleshooting skills</li> <li>• Experience of Line Management</li> <li>• The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English'</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to be flexible and willingness to embrace innovation</li> <li>• Proven ability to organise workload, prioritise, work under pressure, meet deadlines and follow tasks to successful conclusion</li> <li>• Demonstrate ability to build and develop relationships at all levels</li> <li>• Reliable, enthusiastic, committed</li> <li>• Available to regularly travel and stay overnight where required for extended periods</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence</li> </ul>
	<ul style="list-style-type: none"> <li>• Well-honed decision-making skills and ability to make sound judgements</li> <li>• Self-Motivated, with a 'can-do' approach to problem solving, focused on delivery</li> </ul>	

- Flexible, mature and balance 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.