

Job Description

Job Title: Senior Project Manager

About SLC

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK.

Company Mission

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

Company Vision

Our vision is to be valued as a digital, customer-focused, centre of excellence.

Job Details

Grade: 5

Reporting to: Programme Manager

Budget Responsibility: To be agreed on a project basis, typically around £10,000,000

Job Purpose:

Reporting to one of SLC's Programme Managers, you will design and establish internal project, programme and portfolio management arrangements that provide assurance of operational delivery to the Senior Responsible Officer (SRO). The role will be flexible and the holder may be requested to manage the delivery of programmes or large projects, or undertake a portfolio management role across SLC's Corporate Portfolio of projects. These projects will operate across SLC Services to which the role holder may be aligned.

If successful, the applicant will be required to work on high profile, transformational projects of significant budgets which will have visibility at the very highest levels of government.

Key responsibilities:

- Ensure overall integrity of the programme/project and its interfaces with other programmes/projects;
- Develop and maintain a detailed portfolio/programme plan – ensuring alignment to the SLC strategic view - monitoring deliverables and tracking progress; detailing key milestones, dependencies and critical path where appropriate. Tracking and reporting on the current portfolio/programme deliverables and confirming the entry of pipeline work into the future portfolio;
- Manage both the dependencies and the interfaces between projects and programmes across the portfolio;
- Produce a portfolio/programme resource strategy and plan;
- Manage cross-cutting issues and secure satisfactory resolution;
- Establish a mechanism to ensure regular dialogue with senior project and programme

managers, project managers, internal providers (eg marketing and communications) and key stakeholders to promote problem solving, team working and risk-sharing;

- Ensure delivery of programme / portfolio / project outputs is to the appropriate quality standard, on time and within budget, in accordance with the plan through monthly monitoring;
- Manage third party contributions to portfolio/programmes/projects as appropriate;
- Ensure benefits and performance targets of the programme/project activities are identified, measured and monitored;
- Co-ordinate production of a communications strategy and plan;
- Monitor and manage risks/opportunities, and resolution of issues;
- Ensuring effective management of any changes impacting programme/portfolio/project delivery are tracked through controlled change process;
- Report on programme/portfolio/project progress through agreed reporting lines, at agreed intervals, via highlight reports, portfolio/programme/project board and corporate updates;
- To play an active role within a recognised 'centre of excellence' in all aspects of programme, portfolio and project management;
- To recruit, develop, manage, lead and motivate allocated staff to meet the requirements of the business, ensuring they are aware of and capable of delivering their accountabilities.

Knowledge, Skills and Experience:

- Degree preferred (a degree in an IT or engineering discipline would be an advantage);
- Prince 2 qualified with proven track record of applying project management methodologies and practices in a complex project delivery environment;
- Knowledge, and preferably experience, of Agile delivery tools and techniques;
- Experience of working in key government delivery projects which have visibility at cabinet level, or the equivalent in other sectors;
- Experience of working in large projects with budgets of up to £10m;
- Proven ability of working in a multi-disciplinary environment and leadership of cross functional teams;
- Experience of matrix-managing multiple project personnel to deliver an on-going programme of change;
- Proven leadership qualities and experience;
- Excellent written and verbal communication skills with the ability to communicate complex issues and data in a concise and simple way to an executive level audience;
- Demonstrable experience of excellent stakeholder management. With the experience of working with senior executives;
- Excellent conflict and negotiation skills;
- A proven track record of mentoring, coaching and developing more junior staff;
- Successful management of 3rd Party Service Providers and experience of managing and delivering large procurement exercises, preferably in the public sector;
- Focus on continuous improvement and developing working practices, self and others.
- Self-motivated and highly organised with attention to detail;
- Excellent MS Office suite knowledge, including PowerPoint;
- Excellent knowledge of MS Project.