



JOB DESCRIPTION	
Job Title	Senior Project Manager
Department	Guildhall School of Music & Drama
Grade	Grade F
Location	Guildhall School of Music & Drama – Principal's Office
Responsible to	The Chief Operating Officer
Responsible for	N/A

Purpose of Post

To lead on the complex project management requirements of the Principal and Chief Operating Officer, specifically in delivering all the integrated elements that underpin the delivery of Guildhall School's new Strategy 2030 and its associated operating plan. This focuses on drawing together and delivering a large number of key concurrent high-profile, complex and high-value strands, managing risks, liaising across a range of senior stakeholders, and making decisions within appropriate delegated authority:

- Governance changes;
- A new business model;
- Size and shape changes and a refreshed disciplinary scope;
- Creative leadership, civil responsibility, and sustainability;
- A commitment to lifelong learning;
- Diversity, equity and inclusion;
- People strategy and staff development;
- National and international partnerships;
- Space use and change;
- Updating structures and infrastructure.

In all the above areas, the postholder will work closely with the Principal and Executive Team.

The postholder will play a critical role in leading, driving, tracking, and reporting progress, and in managing interdependencies. There will also be a requirement to provide risk management and management data that will underpin further complex decision-making within the School as the Strategy is delivered.

Main Duties & Responsibilities

Specific responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post.

1. To lead on providing a high standard of project management over the diverse areas and actions set out in the Strategic and Operating Plans, approaching in a holistic way.
2. To liaise closely with the Principal, Chief Operating Officer, and other members of the Executive Board in ensuring that actions are in hand in each area and that these are on schedule to be delivered in line with timelines and milestones established by the Executive.
3. To attend and report on the progress of projects to the Executive Team and the Board of Governors on a regular basis and to manage and implement follow-up actions.
4. To lead complex and potentially high-value/high-risk projects, applying good project and risk management practices.
5. To liaise as required with external providers, stakeholders, and organisations, as well as internally within the School and the broader City of London Corporation.
6. To represent the School as required at a senior level with internal and external partners and organisations.
7. To be responsible for the effective management of the budgets allocated to the projects and ensure that all compliance procedures are adhered to (procurement, payment cards, etc).
8. Identify, manage, cost mitigate and report on all risks associated with projects and ensure there is a managed process for all realised risks/issues controlling costs and outcome.
9. To operate in a proactive way to ensure that the various strands of the Strategic and Operating Plans are being delivered, applying personal and professional knowledge and excellent leadership skills.
10. To respond swiftly and comprehensively to ad hoc requests for management information and to requests for change.
11. To ensure that good communication is at the heart of all projects and change programmes, liaising as necessary with the Executive Team, Deputy Director of Advancement, and Dean of Students for strategic communications as required.
12. At all times to embody the values of Guildhall School, acting in a collegiate and professional manner.

General Responsibilities

1. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
2. To undertake any other duties that may reasonably be requested appropriate to the grade
3. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

4. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
5. To undertake any other duties that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
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Department	Guildhall School of Music & Drama
Grade & Level	Grade F

Please find below the qualifications, experience, and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I), or test (T) as indicated below.

Professional Qualifications / Knowledge / Relevant Education and Training

Essential

- Educated to degree level or equivalent skills and experience. (A, I)
- An accredited project management qualification, and commensurate experience of working in a complex and rapidly evolving setting. (A, I)
- Signification knowledge in managing complex and high-value projects and change management processes that can be best translated into use at the Guildhall School. (A, I)
- Ability to quickly gain the confidence of the Executive and key internal and external stakeholders and to engage with them effectively and professionally. (I).
- Significant knowledge of, and ability to advise at all levels of seniority on processes and procedures relating to project management. (A, I).

Desirable

- Sector knowledge and an understanding of the broader environment within which Guildhall School operates; this will relate to the Higher Education sector and/or the City of London Corporation.

Experience Required

Essential

- Significant project and programme management experience in a complex and rapidly evolving setting. (A, I)

- A positive, inclusive, and collegial project leadership and management style with the ability to inspire, coach, and motivate others in the projects to deliver. (A, I).
- Significant experience of developing clear and concise project reporting. (A, I).
- Proven experience of working at the Board level and with senior members of staff, and of managing broad development and change programmes. (A, I).
- High-level experience of working with internal and external stakeholders and of effectively representing the School in senior management settings.
- (A, I).
- Proven ability to network at a high level with relevant individuals and organisations.
- (A, I).
- Ability to work at senior level with limited supervision and produce work of a high quality, establishing and achieving targets to agreed deadlines. (A, I).
- A hands-on approach to delivery, seeking and taking responsibility as the programme requires. (A, I).
- Excellent interpersonal and strong verbal and written skills communication skills. (I).
- Ability to embrace change and lead by example. (A, I). Highly motivated, able to exercise sound judgement and get things done. (I).
- A high level of financial acumen with experience of managing large complex budgets and risks. (A, I).
- Efficient, organised with the ability to manage own workload and meet deadlines. (A, I)
- Ability to use own initiative and make decisions, using logic and applying innovative approaches to problem solving. (A, I).
- A commitment to promoting the School's Equality, Diversity, and inclusion initiatives and strategy at all levels. (A, I).
- Knowledge of Health and Safety. (A, I)

Desirable

- Experience of the Higher Education sector and knowledge and understanding of current issues in Higher Education.
- An interest in/knowledge of the performing arts.

Technical Skills

Essential

- Signification project management software skills that enables effective progress tracking and reporting on multiple simultaneous elements (including Gantt charts). (A, I).
- Project Management qualification such as Prince II or equivalent. (A).
- Excellent IT skills including the ability to use Microsoft Office packages including MS Teams or a similar type of software. (A)

Other Relevant Information eg. working hours or desirables (only if applicable)

Full-time, with the expectation of hybrid working.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge, and experience contained in this person specification.

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £55,300 - £62,390 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

Permanent

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Three months' notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.