Queen Mary
University of London

Job pack

Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

Stonewall
DIVERSITY CHAMPION

Athena
SWAN
Silver Award

Diversity
& Equality
Queen Mary

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes

- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices
- On-site day nursery

Job description

Job details	
Job title	Director of Strategy Delivery
Department	Strategy Delivery Office
Reports to	Chief Financial Officer
Grade and salary	Professional Off Scale of the Queen Mary Pay and Grading Structure
Hours per week	**Full time**
Appointment period	Permanent
Current location	Mile End – maybe required to travel to other campus for meetings
Work activity type	Admin/Operational/Technical and Support

Job context

The University has published its 2030 Strategy and has a number of Enabling Plans that define the key projects to ensure that the strategy is delivered. The Strategy Delivery Office (SDO) was created to lead the delivery of these projects – and thereby Strategy 2030 - within strictly defined time, cost and quality criteria.

The SDO ensures that appropriate project and programme governance processes are in place and adhered to. The SDO provides key management information to inform the leadership of the University on the progress of each Strategy 2030 project, ensuring progress towards the delivery of Strategy 2030, with ongoing reviews of implementation and delivery of agreed benefits of each project.

The SDO defines and maintains process and reporting standards for programme and project management, for strategy aligned projects, whilst enhancing economies of repetition in the execution of these projects and programmes ensuring consistent delivery quality.

In addition, the SDO provides an agile resource able to be repurposed at short notice according to the needs of the business, for example in situations requiring urgent action from the executive.

Job purpose

The Director is responsible, on behalf of the CFO and Senior Executive Team (SET), for overseeing the delivery of the University 2030 Strategy (www.qmul.ac.uk/strategy-2030). This is a key leadership role which requires effective co-ordination of the associated strategic programmes of work and management, the interdependencies between projects, and of any major risks and issues arising. It also includes the co-ordination of the new capability for the business to enable effective change and realisation of projected benefits.

The Director is responsible for the performance of the SDO as a high-performing unit, ensuring the group performs at a high-level providing value-for-money for Queen Mary. The Director will develop and maintain the programme environment to support each individual project within it by developing an effective and cost effective SDO.

As a senior member of PS leadership it is expected that the Director of the SDO will contribute fully to shaping the aims and strategic direction of PS at Queen Mary.

Main duties and responsibilities

The Director is responsible for:

- planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
- designing and implementing the programme's governance arrangements
- ensuring effective quality assurance and the overall integrity of the programme - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
- managing the programme's budget on behalf of the programme Senior Responsible Officer (SRO), monitoring expenditure and costs against delivered and realised benefits as the programme progresses
- developing and leading an effective team
- ensuring the delivery of new products or services from projects is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements
- ensuring there is allocation of common resources and skills within the programme's individual projects
- managing third party contributions to the programme
- influence senior stakeholders on the benefits of robust programme management systems and processes
- managing communications with key stakeholders, including alignment with other project and programme teams (e.g. IT Services and Estates and Facilities).
- managing both the dependencies and the interfaces between projects
- managing major risks and issues to the programme's successful outcome
- working with the PS transformation team on the transition to the new business as usual position
- initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise
- reporting the progress of the programme at regular intervals to the Strategy Programme Board
- ensuring strategic key performance indicators are being achieved through the delivery of the strategy

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively.
Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
MSP (Managing Sucessful Programmes) and/or MoP (Management of Portfolios Practitioner Qualification(s)	☒	☐
Prince 2 Practitioner Qualification	☒	☐
P3O (Portfolio, Programme, Project Management Office) Qualification	☒	☐
Other Project and Programme Management Qualifications	☐	☒
Experience/Knowledge		
Extensive experience as a Portfolio and/or Programme Manager	☒	☐
Experience of leading a high-performing team for the delivery of complex, high value programme or portfolio of projects	☒	☐
A proven track record of successfully delivering complex programmes on time and within budget.	☒	☐
Experience applying effective and appropriate Portfolio and Programme governance and controls and adapting them to the needs of the business	☒	☐
Extensive knowledge and experience of techniques for planning, monitoring and controlling programmes and portfolios	☒	☐
The ability and presence to command respect and create a sense of community amongst the SDO team	☒	☐
Ability to liaise with, develop and maintain meaningful working relationships with the Senior Executive Team	☒	☐
Seniority, credibility and experience to advise project teams on their projects in relation to the programme	☒	☐
Excellent written and oral skills with the ability to communicate at all levels, with strong leadership and people management skills. Possess the ability to influence, negotiate and provide guidance and support to colleagues	☒	☐
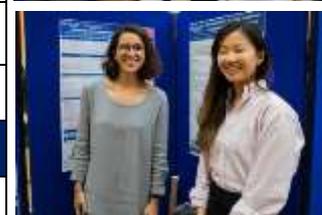
The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

Ability to develop well structured presentations with informative and professionally presented information appropriate for the desired audience	☒	☐
Sound business case development, scrutiny and approval skills	☒	☐
Good understanding of the procurement process including negotiation with third parties	☒	☐
Excellent knowledge of budgeting and resource allocation requirements and procedures	☒	☐
Previous experience in higher education	☒	☐
Strong leadership and Influencing skills	☒	☐
Excellent staff management skills	☒	☐
Excellent presentation and communication skills	☒	☐
Ability to influence people outside their direct management authority	☐	☒
Highly motivated, Independent thinker and achiever	☒	☐
Ability to generate a good team-working environment	☒	☐
Customer focused attitude	☒	☐
Other		
Ability to work flexibly, as necessary, to meet targets	☒	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be ask to bring their passport or another acceptable form of evidence to verify their right to work.

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered highly skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate

Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world- leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional Athena SWAN award for advancing gender equality, and is also a Stonewall Diversity Champion and commits to advancing LGBTQ+ inclusion by submitting to the Stonewall Workplace Equality Index. We also offer a number of development programmes including Springboard, Aurora and B-MEntor. We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the toolsneeded to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the school can be found at:

www.qmul.ac.uk

Informal enquiries should be made to:

Name: Karen Kröger: Chief Financial Officer

Email: k.kroger@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place