



Job Title: Project Manager

Unit/School: Strategic Planning and Projects

Grade: 7A/B

HERA:

Core purpose of role

This is a new role to support the development and implementation of a number of new strategic change projects.

The role holder will work in the newly created Strategic Planning and Projects division and work closely with senior colleagues across the University, in particular the academic Schools, IT, Registry and Marketing, Comms and Student Recruitment. Working in the core Strategic Projects Office team you will take the lead in project managing key projects.

The Project Manager will act as a key liaison between academic, IT/technical services and external partners. The post demands both strategic insight and hands-on initiative, with the ability to manage complexity, foster collaboration, and ensure alignment with institutional, funder, and regulatory frameworks. You'll work closely with stakeholders across the University, including IT teams, academic departments, and senior sponsors, to ensure projects are aligned with strategic priorities and user needs. Your ability to lead cross-functional teams, manage risks, and communicate effectively will be key to your success.

You will have proven experience managing projects and multiple initiatives simultaneously, strong stakeholder engagement and communication skills, excellent organisational and analytical abilities, an agile mindset with a focus on continuous improvement and collaboration and a degree or equivalent qualification or experience, ideally with professional project management qualifications. Experience of project management in the higher education sector is desirable.

Key responsibilities and contributions

- Support project sponsors and key stakeholders to develop business cases fully understanding what needs to be achieved by focusing on digital outcomes which deliver strategic change at the University.
- Responsibility of day-to-day management of projects, including responsibility for all stages of the project life cycle, from definition, scoping and planning, risk management through to implementation and closure, ensuring that measurable improvements are embedded in business as usual.
- Provide effective leadership to the project team ensuring that team members are motivated and develop their skills and experience.
- Develop, implement and manage comprehensive project plans, using established project management methodologies to ensure quality outcomes and business benefits are achieved on time and within budget, assigning work for completion to individuals within IT and wider project teams.
- Work closely with colleagues in the Directorate, including other project managers, programme managers and business analysts to ensure interdependencies and



understanding of the full programme of strategic change projects and develop best practice.

- Manage the projects' budgets within agreed tolerances by forecasting requirements, scheduling expenditure, analysing variances and initiating corrective actions.

Person specification

Essential qualifications / Professional memberships

- Educated to Degree level or equivalent.
- Completed formal training in project management (e.g. PRINCE 2, Agile).

Essential experience, knowledge and skills

1. Excellent knowledge of project management theory and practical execution.
2. Demonstrable knowledge of the inter-connected nature of modern information systems and the complex nature of projects.
3. Highly developed communication skills, including the ability to write business cases, draft reports and present complex information clearly and concisely in a manner appropriate to the audience.
4. Demonstrable ability to lead, develop, manage and motivate teams and individuals to the achievement of objectives.
5. Demonstrate ability to organise and manage busy workload to meet deadlines without compromising on quality.
6. Proven ability to work on own initiative, planning own work and that of others.
7. Experience of building productive internal and external relationships and networks.
8. Practical experience of user requirements gathering, business process analysis and modelling and options appraisal techniques.
9. Experience of business case development with associated benefits realisation.
10. Substantial experience of management of multiple, complex, cross-organisational change projects.
11. Experience of applying recognised project management methodology and tools as appropriate to projects.

Desirable

1. Experience of working in a higher education environment.
2. Additional professional qualifications, e.g. MSP Practitioner.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.



Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.