

Post Details		Last Updated: 15/04/2024	
Faculty/Administrative/Service Department	COO		
Job Title	Project Partner – TransNational Education		
Job Family	Professional Services	Job Level	5
Responsible to	Head of Programme and Project Delivery (with dotted line to Director of TransNational Education)		
Responsible for (Staff)	N/A		
<b><u>Job Purpose Statement</u></b>			
Based in a small newly established central University Programmes and Projects Office (PPO), Project Partners are responsible for leading on the overall management of a diverse range of strategic and operational projects and programmes from initiation to delivery. Project Partners align projects with the University's strategic goals, optimise resource utilization, and foster continuous improvement, helping to ensure that all programmes and projects are delivered on time, within budget, and to the highest quality standards. The postholder will work initially on the University's Transnational Education (TNE) activity, and particularly on the establishment of a campus in India which needs to be ready for delivery of degree programmes by July 2026. While based in the PPO, the postholder will also need to work very closely with a new TNE team. The postholder will be responsible for the overall project management and co-ordination of a range of workstreams contributing to the project's objectives, including reporting to the Project Board and coordinating with stakeholders. This is a full-time, permanent role, and when the GIFT City project has been delivered, or when capacity allows, the postholder will be assigned other projects, which are likely to be additional TNE projects in the first instance. The postholder will act as a business partner to their designated business areas, facilitating smooth and efficient project planning and execution, and fostering an environment of continuous improvement and innovation. They will work closely with both internal and external stakeholders.			
<b><u>Key Responsibilities</u></b> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
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**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

### **Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

#### **Planning and Organising**

The post holder will be responsible for the management of projects that will affect several departments across the University and may require operational change. The initial project is significant and urgent, and thereafter the role may be required to manage several projects at any given time as well as supporting initiation work. Effective time management of self and others is therefore critical.

#### **Problem Solving and Decision Making**

Although clear procedures and some precedents are in place, the variety of projects arising within the University means that there will not always be established answers to every problem, so the post holder will be expected to develop solutions using their experience and creativity. The most complex or sensitive problems may require further advice from the PPO or TNE leadership.

#### **Continuous Improvement**

As the central PPO is a relatively new Department, and this is the University's first major TNE project for several years, procedures, templates and approaches are still under review, and all team members are encouraged to advocate for improvement. A key output from the GIFT City project will be a toolkit to support future similar projects.

#### **Accountability**

The post holder will have a degree of independence in how they deliver the projects, provided the activities are consistent with the approved plan for each project or programme and deliver the agreed objectives. The post holder is expected to take appropriate responsibility for the delivery of work to deadlines and agreed standards.

#### **Dimensions of the role**

The post holder will be required to manage and monitor all aspects of project resourcing for the projects assigned to them. They will also be expected to mentor less-experienced colleagues, including those based in client areas working on the same projects.

#### **Supplementary Information**

Success in this role is heavily dependent on building successful and strong relationships across the entire University. Some travel may be helpful.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

### Qualifications and Professional Memberships

Professionally qualified with a degree/postgraduate qualification, plus significant experience in similar or related roles

Or:

Substantial vocational and relevant management experience demonstrating ability in an appropriate professional or specialist area, and success in similar roles, supported by evidence of significant appropriate skills

E

Project/ Program Management Qualification (APM, PRINCE2 or similar) or a willingness to work towards achieving this

E

**Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/  
Desirable**

**Level  
1-3**

Significant experience in project management within complex working environments, and knowledge of the principles of project management

E

3

Experience of working with and influencing senior management

E

3

Experience of developing innovative solutions and contributing to planning and reporting

E

2

Experience of motivating and leading a team

E

2

Strong interpersonal skills including the ability to motivate, negotiate, influence and build strong relationships

E

3

Experience of working in Higher Education

D

n/a

**Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level  
1-3**

Communication

3

Adaptability / Flexibility

3

Customer/Client service and support

3

Planning and Organising

3

Continuous Improvement

3

Problem Solving and Decision Making Skills

3

Managing and Developing Performance

2

Creative and Analytical Thinking

3

Influencing, Persuasion and Negotiation Skills

3

Strategic Thinking & Leadership

2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

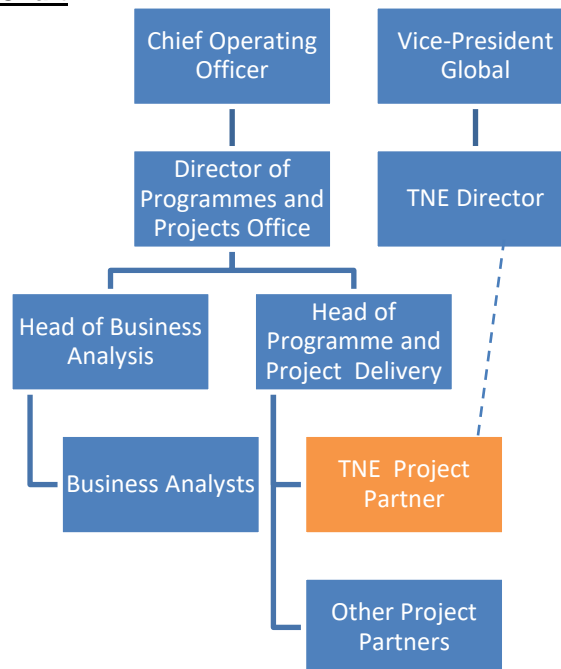
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

### Organisational/Departmental Information & Key Relationships

#### Background Information

The Programmes and Projects Office at the University of Surrey was established in September 2024 to take responsibility for the management of strategic and operational programmes and projects, ensuring consistency, quality, and alignment with the university's mission and goals. The PPO is responsible for leading on the overall management of a diverse range of strategic and operational projects and programmes from initiation to delivery.

### Department Structure Chart



### Other Relationships

#### Internal

- IT, Estates, HR, Finance and Legal colleagues and others in key delivery areas
- Project stakeholders across the University – particularly in the Chief Student Officer and Education portfolios

#### External

- External stakeholders, suppliers and contractors as appropriate