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| **Post title** | **Transformation Projects Lead** |
| **Salary and grade:** | **NJC 36-39** |
| **FTE** | Full Time, 37 hours  |
| **Line manager/s:** | Executive Director Business Transformation |



# Main purpose of the job:

To lead and deliver transformation, development and change programmes that drive improvement, innovation and excellence across Nexus Multi Academy Trust and its wider partnerships. The postholder will play a pivotal role in shaping and delivering strategic priorities that span operational, digital, commercial and capital domains, ensuring projects deliver measurable impact, value for money and sustainable growth.

They will act as a catalyst for change, embedding best practice in programme and change management and ensuring strong alignment to the organisation’s strategic vision and values. The postholder will work collaboratively across all areas of the organisation including schools, central teams, subsidiaries and external partners to deliver tangible outcomes that strengthen efficiency, capability and long-term resilience.

# Key duties & responsibilities

**Transformation and Change Delivery**
Lead a portfolio of projects that contribute to the Trust’s transformation priorities, ensuring all activity aligns with the Transformation Delivery Framework.
Plan and manage agile project delivery to ensure objectives are achieved within agreed timeframes and resources, with a clear focus on measurable benefits.
Embed a culture of continuous improvement, supporting teams to adopt effective processes and innovative approaches to their work.
Evaluate the success of projects through post-implementation reviews and lessons-learned activity, ensuring future delivery continues to improve.

**Strategic Development and Business Improvement**
Contribute to the development and implementation of strategies that strengthen operational performance and enable sustainable growth.
Develop business cases and options appraisals to support sound decision-making and investment in priority areas.
Work with leaders to identify opportunities for collaboration, shared service development and transformation across the organisation and its partners.

**Collaboration and Stakeholder Engagement**
Build and maintain effective working relationships with colleagues and stakeholders at all levels to support delivery of change.
Promote open communication, engagement and ownership throughout transformation activity, ensuring that change is understood and well-managed.
Represent the organisation professionally in external networks and partnerships, contributing to its reputation as a sector-leading trust.

**Governance, Assurance and Reporting**
Operate within agreed program and project governance arrangements, maintaining high standards of documentation, control and accountability.
Monitor progress, risk and outcomes, providing accurate reports and recommendations to Transformation Board.
Contribute to the development of tools and frameworks that strengthen assurance, transparency and benefits realisation across the organisation.

**Other Duties including Safeguarding**

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member academies.

**Person Specification**

|  |  | Essential | Desirable |
| --- | --- | --- | --- |
| **Qualifications** | * Qualifications or relevant experience in project leadership
 | • |  |
| Member of a relevant professional body  |  | • |
| **Experience** | * Previous experience of working in a similar role within a medium – large organisation
 | • |  |
| * Experience, knowledge and understanding of Agile or similar project management.
 |  | • |
| * Ability to undertake and offer advice on condition works
 | • |  |
| * Successful track record of project management
 | • |  |
| Experience of working to tight budgets and making efficient use of resources. | • |  |
|  | Experience of line management |  |  |
| **Thinking Ability**  | Able to demonstrate having planned appropriately for future success. | • |  |
| Results and quality focused individual. | • |  |
| Excellent communication and stakeholder management skills, with the ability to inspire and motivate project teams and stakeholders. | • |  |
| Practical problem-solving skills, using a flexible pragmatic approach. | • |  |
| **Personal Effectiveness** | High ethical standards and the ability to engage effectively with staff across the Trust. | • |  |
| Enthusiastic, resilient and self-motivated | • |  |
| Ability to work flexibly to specified and demanding timescales | • |  |
| **Interpersonal Relationships**  | Able to build and maintain key client relationships.  | • |  |
| Demonstrate a commitment to supporting each other to make the school environments places to be proud of. | • |  |
| * Positive attitude towards learning and development of self and others through continuing professional development.
 | • |  |
| **General**  | Able to travel to various locations within a reasonable timescale – a full driving licence is essential. | • |  |
| Willingness to undertake any other associated duties as directed by the line manager. | • |  |