Post title	**Project Manager (Transformation)**
Salary and grade:	Proposing Band J
FTE	Full time – 37 hours, 52 weeks
Line manager/s:	Head of Transformation

Main purpose of the job:

The postholder will lead the delivery of transformation projects across Nexus Multi Academy Trust. They will coordinate project activity, resources and stakeholders to ensure projects are delivered efficiently, to agreed timescales, within agreed budgets and in line with organisational priorities.

The postholder will provide hands-on project management across a range of organisational, operational, digital, commercial and change initiatives, ensuring clear plans, actions, milestones, risks and dependencies are maintained. They will provide accurate and timely project information and reporting, supporting effective portfolio oversight and enabling issues and decisions to be escalated appropriately.

The role will contribute to the development and delivery of business cases, ensuring projects have clear objectives, costs, benefits and measures of success. They will monitor delivery against agreed financial and non-financial benefits and support effective transition into business as usual.

The role will work collaboratively with colleagues across central teams, schools, subsidiaries and external partners to support successful implementation and ensure agreed outcomes and benefits are delivered.

Key duties and responsibilities

- Lead allocated transformation projects from initiation through to implementation and closure.
- Develop and maintain proportionate project plans, milestones, actions, dependencies and critical paths.
- Coordinate project teams, stakeholders, suppliers and external partners, ensuring clear ownership and progress.
- Identify, manage and escalate risks, issues, dependencies and changes to scope.
- Manage and monitor project budgets, resources and expenditure, ensuring effective financial control, value for money and delivery against agreed financial and non-financial objectives.
- Support project sponsors to define scope, outcomes, costs, benefits and measures of success, including contributions to business cases where required.
- Monitor financial and non-financial benefits, identifying and escalating any risks to expected savings, costs or outcomes.
- Prepare clear and timely project updates, maintaining accurate information for portfolio reporting, governance and decision-making.
- Contribute to the development of portfolio reporting, project controls and governance arrangements.
- Coordinate implementation and support effective transition into business as usual.
- Work collaboratively with Business Analysts and other Transformation colleagues to define and deliver projects and identify opportunities for improvement.
- Promote consistent, proportionate project management approaches and provide practical advice and support to colleagues leading change.
- Undertake other associated duties as required by the Head of Transformation.

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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 schools.

Person Specification

		Essential	Desirable
Qualifications	Qualification or relevant experience in project management, transformation or change delivery	•	
	Recognised project management qualification		•
Experience	Experience of delivering projects within a medium-large organisation, managing plans, actions, risks, dependencies and competing priorities	•	
	Experience of coordinating stakeholders, project teams, suppliers and/or external partners	•	
	Experience of managing project budgets, resources and delivery against agreed objectives	•	
	Experience of contributing to business cases, options, costs and benefits	•	
	Experience of transformation, organisational change or systems implementation		•
	Experience of benefits realisation or financial modelling		•
Thinking Ability	Ability to organise and prioritise workloads across multiple projects and deadlines	•	
	Ability to interpret complex information, assess options and make evidence-based recommendations.	•	
	Ability to anticipate risks, manage interdependencies and identify appropriate interventions.	•	
	Ability to turn objectives into clear actions, timescales and ownership	•	
	Ability to exercise sound judgement and resolve complex delivery challenges	•	
	Demonstrates attention to detail and accuracy in project reporting and documentation	•	
Personal Effectiveness	Strong communication, influencing and stakeholder engagement skills	•	
	Results-focused with a strong emphasis on delivery and follow-through	•	
	Professional, pragmatic and committed to	•	

		Essential	Desirable
	continuous improvement		
	Able to work under pressure and manage competing priorities effectively	•	
	Confident in constructively challenging colleagues and escalating issues where appropriate	•	
General	The flexibility to meet the full range of job requirements	•	
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	