

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		Job Title:	Project Manager
Reports to:	Chief Executive Officer	Location:	Home based
Job Family:	Team Leader & Specialist		

SECTION 2

OVERALL JOB PURPOSE

(What is the purpose of the job?)

The London Institute of Banking & Finance has recently entered into a partnership with Arrow Capital, a Dubai based investment fund, under the terms of which LIBF will grant Arrow Capital a licence to supply some of LIBF's programmes and courses in certain territories. The public launch of this agreement will take place in Mumbai in November 2022.

LIBF is seeking to appoint a project manager to manage the day to day relationship between LIBF and Arrow Capital and its agents and in particular to ensure effective communication between the various departments within LIBF responsible for providing support for the agreement and Arrow and to ensure that all deliverables are provided and that deadlines are met.

SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

This role will work across LIBF at very senior levels and will have significant impact on the successful delivery of the licencing agreement. At the same time, there is a reasonable amount of administrative work to be undertaken to ensure that the agreement runs smoothly and that both sides meet their obligations.

This mix of duties will require the post holder to be organised and able to pay attention to the detail of delivering the Arrow Licencing Agreement.

SECTION 3

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

- Ensure effective project management of the Licencing Agreement and that communication between the parties is effective and timely. This could include all project planning and activities, reporting, outcomes and related arrangements.
- Develop effective relationships with the Arrow team to ensure deadlines and commitments are met.

- In collaboration with both internal and external stakeholders , develop and monitor milestones and timelines for the Arrow Agreement.
- Work with colleagues at LIBF to ensure deadlines and commitments are met.
- Report on a regular basis to Business Heads.
- Evaluate and report on implemented projects to identify any improvement measures.
- Identify, recommend and implement improvements to the project planning and monitoring processes.
- Maintain a high level of knowledge about programmes, products and services of The London Institute of Banking and Finance.
- Undertake other activities in line with level of responsibility as may be required.

CONTACTS AND INFLUENCE EXERCISED

(Type, number and seniority of contacts, impact of influence)

Internal contacts across all areas of the organisation and at all levels

Regular contact with Arrow and other external stakeholders.

DECISIONS

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder’s involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	x
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder’s decisions:

Restricted to employee’s own work	
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance’s objectives	X

Examples of the decisions that are generally made by the job holder

(To be added by line manager/employee)

- Prioritisation of own workload
- Frequent contact, discussion and negotiation across relevant LIBF teams and between LIBF and Arrow

DEFINITION /CLARITY

(The extent to which to job is defined; the clarity of the job’s boundaries, levels of uncertainty)

This is a new role and therefore subject to amendment.

ANY ADDITIONAL FEATURES OF NOTE

None

PERSON SPECIFICATION

Job Title: Project Manager
Reports to: Chief Executive Officer

Qualifications, knowledge and professional memberships	Essential /desirable?	
Educated to A level of equivalent	E	
Commitment to advancing own learning and CPD	E	
Project management qualification	D	
Experience of working in Education across country borders	E	
Technical competencies (skills and experience)	Essential /desirable?	
Strong organisational and administrative skills	E	
Ability to react positively to changing priorities	E	
Ability to work under own initiative	E	
Excellent communication skills appropriate to audience and method of communication	E	
Ability to prioritise, co-ordinate and monitor workload	E	
Proven track record in Project management	E	
Able to present information in a clear manner	E	
Negotiation skills and able to influence outcomes	E	
Able to influence and negotiate to achieve appropriate and effective delivery.	E	
Commercial acumen	E	
Detailed knowledge of working with Microsoft suite of programmes	E	
Experience of using Microsoft Project, or other project management tools	D	
Demonstratable experience of managing complex stakeholder relationships	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	
Values		Step
Collaboration		
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential /desirable?	C
Communicating effectively	E	Core or Enhanced
Business thinking	E	En
Developing Yourself	E	En
Getting things done to achieve results	E	C
Digital Capability	E	En
The Customer Experience	E	C
Managing quality and standards	E	En
Applying judgement and taking decisions	E	C

Signed
 JOB HOLDER

Date

Signed
 LINE MANAGER

Date

