

PROJECT MANAGER - STRATEGIC CHANGE

Strategic Programmes and
Change

ALC1662

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Dr Louise Bohn, Director Strategic Programmes and Change via email: l.bohn@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



THE ROLE

Job Function

Working within Strategic Programmes and Change (SPC), and reporting to Director Strategic Programme and Change, the postholder will play a key role in progressing major strategic change projects to support delivery of Strategy 2030.

The Project Manager will work closely with senior leaders and sponsors to plan and deliver change, remaining effective where scope is still developing, and ensuring alignment with other priorities and projects across the University

Alongside core project management, the post holder will take a practical, hands on approach—drafting and shaping the analysis and documentation needed to move work forward (e.g., briefing notes, terms of reference, options/decision papers, and draft guidance/policies).

As part of the division, the Project Manager will actively contribute to improving how we deliver work - sharing learning, suggesting improvements, and supporting team development

KEY RESPONSIBILITIES

PROJECT MANAGEMENT

- Manage projects through the full lifecycle from definition and planning to implementation and closure, embedding measurable improvements into business as usual.
- Develop, agree and manage project plans and controls, monitoring progress to deliver agreed outcomes and benefits on and within budget.
- Work closely with programme managers, project leads and change managers to monitor progress and manage dependencies, benefits and people impacts across the portfolio.
- Support sponsors and stakeholders to develop business cases and define clear outcomes/benefits aligned with UEA's strategic objectives.
- Build strong relationships with stakeholders across the University, using engagement and communication plans to manage impact, support adoption and build commitment to change.
- Provide clear reporting, updates and decision papers for sponsors and governance forums, surfacing key choices, trade offs, risks and recommendations.
- Take a hands on approach to delivery, drafting and shaping project outputs (e.g., briefing notes, options/decision papers, draft guidance, communications and implementation materials).
- Lead early-stage discovery and analysis to clarify the problem, outcomes/benefits, scope, constraints and measures of success—particularly where requirements are emerging.
- Support delivery of strategic change beyond formal projects, stepping in to shape or progress discrete pieces of work—clarifying what's needed, coordinating stakeholders, and producing practical outputs (e.g., analysis, briefings, draft guidance/policies) to move things forward.
- Be responsible for budget management, monitoring the project budget and providing regular financial updates for the project board
- Identify and manage risks, resolve complex issues and ensure robust change control is in place. Escalate actions and decisions to the Project Sponsor and Project Board as appropriate.
- Lead and coordinate cross functional teams, creating clarity of roles/responsibilities and effective and collaborative hybrid team working.
- Maintain a cross-institution view of dependencies and interdependencies, proactively connecting related initiatives, and sharing relevant intelligence with the SPC team to manage impacts, risks and opportunities across the portfolio.

THE ROLE (CONTINUED)

WIDER WAYS OF WORKING

- Contribute to a culture of openness, collaboration and trust within the team and with stakeholders, supported by strong communication and effective professional relationships.
- Work with the team to develop consistent approaches to project delivery consulting with stakeholders and acting as a subject matter expert as required.
- Support the development of project management delivery capability across the University, promoting good practice and confidence in UEA's delivery approach.
- Exemplify flexible and user focused ways of working with a focus on continuous improvement, ensuring we work with users via a 'done with' rather than 'done to' approach.
- Adopt the University's approach to project delivery as required, using tools and methodologies intelligently and flexibly to provide rigour and agility whilst avoiding unnecessary bureaucracy.
- Develop and maintain an understanding of University needs, the HE sector and relevant good practice to adapt approaches appropriately and inform future planning.
- Contribute to planning and development of SPC's portfolio of work, including networking and representing the team as required and supporting the formulation of key performance and development goals.
- Represent the team on university committees, working groups and at other meetings as required.
- Undertake other duties appropriate to the role and grade of the post, including occasional out of hours work where required.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Degree (or equivalent) and/or recent experience in a comparable role (E)
- Proven experience managing multiple projects or workstreams, using appropriate project documentation and controls (e.g., plans, RAID, reporting) (E)
- Experience working with senior stakeholders (Director/Executive level) as sponsors, including facilitating decisions and influencing without direct authority (E)
- Strong stakeholder management experience, using engagement and communication planning to build positive relationships and support adoption (E)
- Experience shaping work at early stages where scope is evolving—clarifying outcomes/benefits, success measures and delivery approach (E)
- Experience producing high-quality written outputs to support delivery (e.g., briefing notes, options/decision papers, terms of reference, draft guidance/policies) (E)
- Experience managing resources, time and budgets, and delivering outcomes/benefits

through to implementation and evaluation (E)

- Experience delivering both larger projects and discrete pieces of work, tailoring the level of planning and control to the scale, risk, and people impact of the work (E)
- Project and/or Programme Management qualification e.g. PRINCE2 Foundation and Practitioner, APM PMQ or MSP or membership of a relevant Professional Body (e.g. PMI, APM) (D)
- Experience of project delivery in a higher education institution (D)
- Experience of strategic planning, operating model change, or service/process redesign (D)
- Familiarity with Agile / iterative delivery in non-digital contexts (as a mindset, not a method) (D)

SKILLS AND KNOWLEDGE

- Excellent IT skills including Microsoft 365 and other collaborative working and data tools (E)
- Excellent organisational and prioritisation skills; able to manage competing deadlines and coordinate others' inputs (E)
- Strong analytical skills: able to gather information, identify themes, and recommend pragmatic next steps (E)

- Strong facilitation skills: workshops with senior stakeholders, resolving competing priorities and building alignment (E)
- Excellent interpersonal and team working skills with a respect for others and their ideas (E)
- Excellent communication skills (written, verbal and presentation), able to tailor messages and materials for a range of audiences, including senior governance forums (E)
- Understands the people impact of change and can plan engagement and communications to support adoption (E)
- Able to spot links across pieces of work and proactively share insights, risks and dependencies/interdependencies to support joined-up delivery (E)
- Ability to translate complex discussion into clear written outputs (summaries, recommendations, and draft documents), tailored to senior audiences (E)
- Able to handle sensitive and confidential information appropriately (E)
- Practical understanding of common project management tools/methods (e.g. MS Project) or ability to learn quickly (D)
- Knowledge of current UEA structures and governance (D)

THE PERSON (CONTINUED)

PERSONAL ATTRIBUTES

- Ability to establish rapport and effective working relationships with people at all levels internally and externally (E)
- Willing and able to learn quickly, adopt new tools and ways of working and undertake training where needed (E)
- Self-motivated to work creatively and independently with minimal supervision; uses initiative to resolve problems (E)
- Positive can-do attitude with a focus on continuous improvement and delivering outcomes (E)
- Flexible and agile approach with an openness to change; comfortable working with ambiguity and changing priorities (E)
- Calm under pressure; able to adapt to changing deadlines and unforeseen circumstances (E)
- Practical and proactive—willing to roll sleeves up to help progress work, particularly in early-stage or less structured environments (E)

SPECIAL CIRCUMSTANCES

- Willingness to be flexible in the nature of the role including occasional additional hours at peak times, additional duties, cross functional team working and co-locating with project teams as required (E)
- Willing and able to travel to external meetings (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available from 14 September 2026 on an indefinite full-time basis.

Salary will be £38,784 to £46,049 per annum on Grade 7 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual leave entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable

adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **27 July 2026**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process. .

It is anticipated that presentations and interviews will take place on **17 August 2026** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed, subject to qualifying criteria (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE DIVISION

Strategic Programmes and Change is a central enterprise function at UEA, which leads and enables strategic change across the University. We ensure alignment with Strategy 2030 and the successful delivery of institutional priorities.

Our work supports strategic alignment and prioritisation of change initiatives; effective governance, assurance, and risk oversight; consistent and professional project and change delivery; cross-institutional collaboration and innovation; business improvement with a continuous improvement culture; and business benefits realisation.

We operate at a strategic level, with many initiatives sponsored by members of the Executive Team, reflecting the institutional impact of our work. We enable effective, joined-up delivery ensuring that change delivers measurable value and supports the University's long-term success.

Alongside our established Project and Change Management capabilities, SPC carries out a core Data Science & Analytics function, which strengthens our strategic position, bringing together institutional planning, analytics, data science, strategy, programme and project delivery, and change into one aligned division. This integrated approach means high quality evidence, forecasting and insight can directly shape strategic prioritisation, resource planning and the design and monitoring of institutional initiatives.

Our Core Functions

- Strategic Planning and Delivery

We oversee the development and implementation of Strategy 2030 and its supporting strategies, ensuring alignment with local delivery plans and the University's overarching goals. Our work supports the strategic planning cycle, including performance monitoring, and business planning. We facilitate the drafting of the University's Corporate Plan, update it annually, and coordinate regular reporting to University Council, ensuring transparency and alignment with institutional priorities.

- Portfolio, Programme and Project Management

We manage a portfolio of strategic change activity, including digital initiatives, ensuring effective prioritisation, resource alignment, and delivery oversight. We provide programme and project management to deliver University wide initiatives, underpinned by robust governance, assurance, and risk management practices to support informed decision making and ensure benefits are realised.



ABOUT THE DIVISION (CONT)

- Improvement and change

We are embedding strategic change management practices to ensure that changes are not only delivered but also adopted and sustained. Our focus on benefits realisation ensures that projects contribute to long-term institutional success. We champion process improvement, continuous improvement, and efficiency, helping to build a culture of innovation and value creation across the University.

- Planning, Analytics & Performance Insight

Through the realignment of the Data Science & Analytics function, SPC provides central leadership for management information, analytics, data science, forecasting and institutional performance assurance. We ensure high quality evidence informs strategic decisions, resource planning and institutional performance reviews.

- Stakeholder Engagement and business partnering

Our collaborative working across departments builds cross-functional delivery teams, fosters alignment, and encourages joined-up thinking. We actively support the collaborative development of plans, working with colleagues to devise creative and innovative solutions to complex issues, ensuring that change is co-created and impactful. Our approach is rooted in strong stakeholder engagement and transparent communication.

- Capability Building and Standards

We are supporting the development of project and change management skills across UEA. Our support for communities of practice will empower and enable staff and ensure consistency and quality in delivery. We define and maintain common tools, standards, and frameworks, for example, developing a university wide approach to prioritisation and a business case framework.





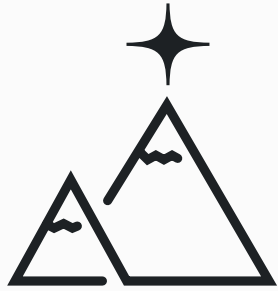
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Sir Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Sir Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the 'three pillars' of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and 'eco' products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on X [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office) and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930s parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked 26th in the UK (Complete University Guide 2026) and is in the UK Top 25 for research quality (Times Higher Education Rankings 2026) reflecting the international excellence of its research environment. We are in the World Top 60 (QS World Rankings for Sustainability 2025) and the World Top 9th for reduced inequalities (Times Higher Education Impact Rankings 2026). The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we hold an Athena SWAN Silver Institutional Award (since 2019) in recognition of our advancement towards gender equality for all. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

