

# PROJECT MANAGER (DIGITAL)

Strategic Programmes and Change  
Division

ALC1607

**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 Troy Freeman, Head of Strategic Programmes Management Office via [troy.freeman@uea.ac.uk](mailto:troy.freeman@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

Working within Strategic Programmes and Change (SPC), and reporting to the Head of the Strategic Project Management Office (PMO), the role holder will play a key role in progressing digital projects within our portfolio to help the University achieve its strategic goals.

The Project Manager will be responsible for delivery of a variety of key projects and small change initiatives. Key responsibilities include: managing projects through all stages of the project lifecycle; working closely with project sponsors and stakeholders to ensure the successful delivery of the project; reporting on project status; leading and directing the work of others involved in the project. As a member of the Strategic PMO, the Project Manager will proactively contribute to the continuous improvement of tools, techniques and templates.

## KEY RESPONSIBILITIES

### PROJECT MANAGEMENT

- Day to day management of project(s), including responsibility for all stages of the project life cycle, from definition, scoping and planning, through to implementation and closure, ensuring that measurable improvements are embedded in business as usual.
- Developing, implementing and managing comprehensive project plans, using established project management methodologies where appropriate.
- Agree, manage, and monitor projects against plan to ensure quality outcomes and business benefits are achieved on time and within budget, assigning work for completion to individuals within IT and wider project teams.
- Work closely with Head of the Strategic PMO, programme managers, project leads and other project managers, contributing to programme level monitoring, reporting of progress, identification and management of dependencies and programme benefits.
- Support project sponsors and key stakeholders to develop business cases fully understanding what needs to be achieved by focusing on digital outcomes which deliver achievable benefits in line with UEA's strategic objectives.
- Identify and collaborate with a wide range of stakeholders across the University, including IT technical leads, forming and managing relationships to ensure project outcomes are met.
- Develop and progress the project engagement and communication plan and draft project related communications, using change management principles to ensure proactive stakeholder management, building positive collaboration with stakeholders.
- Prepare regular project progress and evaluation reports on activity for sponsors, project boards, Head of SPMO and programme managers, including closure reporting and post implementation follow-up, recommending actions and seeking advice as appropriate.
- Responsible for devolved budget management, monitoring the project budget and providing regular financial updates for the project board.
- Identify and manage risks, resolve complex/technical issues and ensure robust change control is in place. Escalate actions and decisions to the Project Sponsor and Project Board as appropriate.
- Lead and inspire project teams to achieve targeted outcomes, ensuring effective and collaborative team working within a hybrid working environment, providing clarity across roles and responsibilities.

## THE ROLE (CONTINUED)

### WIDER STRATEGIC PROGRAMMES

- Contribute to a culture of openness, collaboration and trust amongst the team and with all stakeholders. Hallmarked by high levels of strong, relevant communication, effective professional relationships and highly collaborative and team-oriented working.
- Work with the team to develop consistent approaches to project delivery and strategic change management, consulting with stakeholders and acting as a subject matter expert.
- Support the development of project management delivery capability across the University, promoting a culture of good practice and a shared understanding of, and confidence in, UEA's project delivery approach.
- Exemplify flexible and agile ways of working with a focus on continuous improvement and end user-focussed outcomes, ensuring that we work with users via a 'done with' rather than 'done to' approach.
- Adopt the University's approach to project delivery as required, using appropriate tools and methodologies intelligently and flexibly, to provide rigour and agility whilst avoiding bureaucracy.
- Develop and maintain an understanding of the needs of the University and knowledge of the HE sector as well as project and change management good practice to adapt approaches appropriately and inform future planning.
- Contribute to the planning and implementation of the team's delivery plan and wider portfolio of work. This will include networking to promote the work of the SPT across the University, and assisting with the formulation of key performance and development goals.
- Represent the team on university committees, working groups and at other meetings as required.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post. Flexible working including some occasional evening and weekend work may be required.



# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Degree or equivalent degree level qualification and/or recent experience of working in a comparable role (E)
- Experience of managing multiple projects simultaneously and authoring full range of project management documents (E)
- Experience of managing IT/Digital projects, understanding and executing technical elements (E)
- Exceptional stakeholder management experience, using communication plans and stakeholder management to build positive relationships (E)
- Experience of prioritising and managing resources, tasks, time and budgets (E)
- Proven capability in scoping, managing, implementing and evaluating projects (E)
- Project and/or Programme Management qualification) e.g. PRINCE2 Foundation and Practitioner, APM PMQ, MSP), or membership of a relevant Professional Body (e.g. PMI, APM, BCS) (D)
- Experience of project management in a higher education institution (D)

## SKILLS AND KNOWLEDGE

- Excellent IT skills including Office 365 (Teams, Sharepoint, Excel, Outlook, PowerPoint, Word) and other collaborative and data tools (E)
- Excellent organisational, analytical and time management skills with the ability to prioritise and meet tight deadlines and to organise own work and that of others to meet required targets (E)
- Able to research, gather and process information, analyse and interpret results and determine appropriate action (E)
- Ability to lead and motivate a team effectively (E)
- Ability to quickly absorb new technical/ system requirements and then promote wider understanding among key stakeholders (E)
- Excellent interpersonal and team working skills with a respect for others and their ideas (E)
- Excellent written, oral communication and presentation skills with the ability to tailor content to reflect audiences (E)
- Ability to handle issues of great sensitivity and confidentiality (E)
- Practical understanding of project management techniques, methods and tools,

such as Jira, MS Project, or the ability to quickly absorb the necessary skills (D)

- Knowledge of current UEA structures and governance (D)

## PERSONAL ATTRIBUTES

- Ability to establish rapport and good working relationships with people at all levels both internally and externally (E)
- Willingness and ability to learn and apply new knowledge and skills, adopt new technology and innovative ways of working and to undertake further training where appropriate (E)
- Self-motivated to work creatively and independently without close supervision and ability to use own initiative to resolve problems (E)
- An agile mindset with the drive to achieve excellence in the performance of the team through collaboration and continuous improvement (E)
- A flexible and agile approach with an openness to change, a focus on outcomes and the ability to deal with unknowns (E)
- Calm under pressure with the ability to adapt to changing deadlines and unforeseen circumstances (E)

## THE PERSON (CONTINUED)

### PERSONAL ATTRIBUTES

- Willingness to be flexible in the nature of the role by undertaking additional hours at peak times, additional duties, cross functional team working and co-locating with project teams as required (E)
- Willing 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 3 November 2025 on a full-time basis for a fixed term period of 2 years.

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](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday 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](mailto: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 **29 September 2025**.

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 **14 October 2025** 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 (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

The **Strategic Programmes and Change** team 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.

## 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 a portfolio of digital projects, ensuring 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.

**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.





# ABOUT THE DIVISION (CONT)

**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), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), 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 Twitter [@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), banking facilities 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 1930's 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 in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. 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 already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

