

### Job Description

Job title	Delivery Lead
Department	Information & Digital Group, Portfolio Delivery
Grade	FA8

<p>Job purpose (a brief summary of the role)</p>	<p>Operating at a strategic level, the Delivery Lead is responsible for owning, developing, and embedding excellent project and product management methodologies and delivery in the Portfolio Delivery team, and more generally at the University of Warwick. The role will support Senior Delivery Managers to enable Agile working practices in IDG and the wider University.</p> <p>The Delivery Lead will line/matrix manage a large team of Delivery Managers, supporting their training and development to ensure change is delivered to agreed tolerances.</p> <p>The postholder will, alongside the other Heads &amp; Leads within Portfolio Delivery, ensure the adequate resourcing for projects &amp; products so they can be effectively delivered, including for supporting Project Management as a service.</p> <p>The postholder will also contribute their significant expertise to projects, products, the team and the University.</p>
<p>Duties and responsibilities</p>	<ol style="list-style-type: none"> <li>1) Collaborate closely with Lead roles and senior leadership in Portfolio Delivery to co-develop strategy for a change projects delivery service. Continuously improve the service and ensure both the service and its clients in the University participate effectively in new ways of working to achieve change, including Agile methodologies.</li> <li>2) Strategically develop, manage, and hold responsibility for the delivery of effective Project and Delivery Management. Lead a Project Management service and associated service strategy, team management, methodologies, and training requirements to embed a change- and client-focused approach.</li> <li>3) Contribute to the ongoing development of the service strategy using technical expertise and knowledge of developments within the sector and the University to make recommendations and improvements.</li> <li>4) Define, document and manage service level agreements for the team, and manage and communicate progress amongst team members, Portfolio Delivery and other relevant stakeholders including at senior officer level. Take remedial action to address underperformance, escalating as appropriate.</li> <li>5) Provide expert input as an experienced Senior Delivery Manager, supporting the team on complex and significant projects, including taking on a caseload.</li> <li>6) Coach and develop individuals in the Delivery Management team as required.</li> <li>7) Establish and develop effective working relationships across the University at a strategic level, influencing University strategy and corresponding Information and Digital Group strategies.</li> </ol>

### Person Specification

*The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Degree or relevant experience.	A
E2	Practitioner level qualifications in Project/Programme Management including Agile project management qualifications and relevant certifications (PfMP, PMP, PgMP,.)	A
E3	Scaled Agile and/or Scrum Master qualifications	A
E4	Proven senior delivery management experience, with a significant portion in a senior or leadership role.	A & C
E5	Line management experience of large teams with the full range of HR processes (recruitment, induction, training, performance management, disciplinary).	A & C
E6	Experience of establishing teams and standardising working practices.	C
E7	Experience of managing large project and portfolio/programme budgets, at times multi-million-pound budgets.	C & D
E8	Track record of injecting a sense of urgency, maintaining momentum and getting people to take ownership to deliver projects that ensure change is delivered to agreed tolerances.	C & D
E9	Proven ability to think critically, providing clear analysis and diagnosis and able to convincingly describe and present a range of viable options quickly and within context.	C & D
E10	Experience of writing and delivering business cases to Executive Boards and identifying benefits and risks which fit in with the strategic direction of an organisation.	C
E11	Experience of working in an Agile environment.	A,C & D
E12	In-depth technical knowledge, to the level of principal expert, in project management and change management.	D
E13	Thorough understanding of how to interpret business needs and ability to translate them into project documentation.	C
E14	Excellent written and verbal communication skills and an ability to interact effectively with people at all levels.	C & D
E15	Excellent knowledge of the software development lifecycle.	A & C
E16	Excellent leadership and person management skills, team working skills and the ability to mentor colleagues.	A & C
E17	Advocacy of customer service and the ability to empathise strongly with staff and students across the University community.	C & D

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Previous experience as a Release Train Engineer or equivalent role.	A
D2	Good working knowledge of University procedures.	A