

Job Title: Senior Project Manager (Modern Finance, HR & Payroll Programme)

Grade: 8

Salary: £50,253 to £56,535 per annum, pro-rata if part time

Department: Digital Services

Hours/Contract: Full-time, fixed term contract for two years

Job Family: Management and Administration

Reference: 13857

Role Purpose

The University is delivering a major institution-wide transformation programme to modernise Finance, HR and Payroll services through the redesign of end-to-end business processes and the implementation of enabling digital platforms.

As Senior Project Manager within the Modern Finance, HR & Payroll Programme, the post-holder will operationally report to the Programme Manager and support in leading the delivery of major project workstreams that support ERP transformation, including SAP S/4HANA-enabled change and associated business readiness activities.

The role is accountable for planning, managing and delivering project outcomes in line with agreed scope, timelines, budget, governance and quality requirements. The post-holder will coordinate internal teams, subject matter experts, implementation partners and suppliers to ensure safe delivery and effective transition to business as usual with minimal disruption to operational services.

Resources Managed

The role has responsibility for day-to-day project management and leadership of project contributors, including business analysts, subject matter experts, testers and other project resources assigned to delivery. The post-holder will also support management of project budgets, resource plans and supplier activity within approved programme governance and delegated authority.

Main Duties and Responsibilities

- Lead delivery of complex ERP transformation project workstreams, ensuring agreed scope, time, cost and quality objectives are achieved and that delivery remains aligned to programme objectives, governance and milestones.
- Develop, maintain and control integrated project plans, schedules, dependencies and resource plans across Finance, HR and Payroll-related activities, ensuring effective coordination of internal teams and external implementation partners.
- Manage project risks, issues, assumptions, dependencies and decisions, maintaining accurate RAID information and providing timely reporting and escalation to the Programme Manager, Transformation Director and relevant governance bodies.





- Coordinate and oversee delivery of business change, testing, data migration, cutover, readiness and transition activities, ensuring project outputs are delivered safely and effectively with minimal disruption to business-as-usual operations.
- Provide clear stakeholder engagement, communication and reporting for senior leaders, programme boards and workstream leads, producing high-quality progress updates, delivery reports and decision-support material.
- Ensure compliance with programme governance, enterprise architecture, security, information governance and other relevant regulatory or policy requirements, working with specialist colleagues as required.
- Ensure that technical, operational and handover documentation is produced, maintained and transferred appropriately to support implementation, service transition and longer-term support arrangements.
- Support knowledge sharing, continuous improvement, benefits realisation and lessons learned across the programme and the wider Digital Services team.

Internal and External Relationships

- Transformation Director, Programme Manager and Programme Board
- Workstream leads across Finance, HR, Payroll, Data and Technology
- Digital Services teams including Application Services, Architecture, Infrastructure and Security
- Business stakeholders, subject matter experts, operational leads and end users
- SAP implementation partners, system integrators, technical consultants, software vendors and support providers
- Enterprise, solution and technical architects, and related data, reporting, integration and platform teams

Planning and Organising

The role is responsible for planning and coordinating a substantial portfolio of interdependent project activity within a complex transformation programme. This includes maintaining detailed project plans, coordinating resources, sequencing tasks against fixed milestones, managing competing priorities, and ensuring accurate, timely reporting, escalation and governance compliance.

Qualifications, Knowledge and Experience

Essential

- Degree or equivalent professional experience in IT, project management or a related discipline.*
- Recognised qualification or equivalent experience in project or programme management, for example PRINCE2, MSP or similar.*





- Significant experience of project management within a complex IT or digital transformation environment.*
- Demonstrable experience of implementing SAP or other comparable enterprise systems.*

Desirable

- Experience of system change, upgrade or migration activities.
- Understanding of enterprise system delivery lifecycles including design, build, test, deploy and support.
- Experience of working in structured project or programme delivery environments.
- Excellent stakeholder management, reporting, documentation and communication skills.
- Experience of SAP S/4HANA migration.
- Knowledge of Finance, HR or Payroll processes.
- Experience working with system integrators, implementation partners or SAP integration technologies.
- Exposure to service management practices such as ITIL.
- Experience within the Higher Education or public sector.

Skills, Abilities and Competencies

Essential

- Ability to lead and coordinate project contributors effectively within a complex and changing environment.*
- Ability to challenge the status quo constructively and identify, analyse and solve problems proactively.
- Ability to manage a varied and complex workload, progressing multiple tasks and projects simultaneously and accurately to tight deadlines.*
- Excellent written and verbal communication skills, including the ability to communicate clearly with staff at all levels, produce high-quality reports and documentation, and present progress, risks and issues effectively.*
- Strong negotiating, influencing and stakeholder management skills, including the ability to work credibly with senior staff and external partners.*
- Strong analytical and problem-solving capability.
- Ability to work effectively in fast-paced transformation environments with a high degree of resilience and self-motivation.
- Understanding of change and adoption impacts in system implementations.*
- Ability to organise, prioritise and plan own work and the work of others with minimal supervision.



Desirable

- Ability to innovate and support review of processes and use of technology in new and creative ways.
- Willingness to learn new SAP technologies and tools.
- Hands-on and supportive approach to team leadership when required, with commitment to continuing professional development.

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.





Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

