

Job Title:	Transformation Director - Finance, HR and Payroll Modernisation
Salary:	Competitive
Department:	Digital Services
Hours/Contract:	Full-time, fixed term contract until 31 August 2028
Reports to:	Chief Financial Officer and ERP Transformation Board
Job Family:	Management and Administration
Reference:	13679

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.

The Transformation Director is responsible for leading the University's Modern Finance, HR & Payroll transformation, a strategic, institution-wide programme comprising multiple integrated projects spanning Finance, Human Resources, Payroll, associated business process redesign and organisational change.

Resources Managed

Direct line management for up to 5FTE, with indirect leadership of programme and project resources across multiple workstreams. Roles including programme managers, project managers, business analysts, change specialists, subject matter experts and external delivery partners. Accountability for significant programme budgets, resource planning and allocation, and oversight of third-party supplier expenditure and contractual performance within agreed governance arrangements.

Main Duties and Responsibilities

The Transformation Director will hold end-to-end accountability for programme outcomes, including delivery, governance, financial management, benefits realisation, risk management and mitigation, operating with a high degree of autonomy while working closely with Executive sponsors and senior University leaders.

The post-holder will provide visible senior leadership across the University, shaping and driving delivery of this complex, high-profile programme to enable organisational sustainability, efficiency and service excellence. The role will lead institution-wide stakeholder engagement, present to key governance bodies, and ensure clear alignment to strategic priorities and collective ownership of change.

- Provide strategic leadership for the Modern Finance, HR & Payroll transformation, translating institutional priorities into a coherent transformation roadmap, delivery plan and measurable outcomes. Shape programme scope, sequencing and delivery approach, and provide expert challenge and advice to senior leaders on change readiness, dependencies and organisational impacts.
- Lead and oversee a portfolio of complex, interdependent projects and workstreams, ensuring alignment, prioritisation and integration across Finance, HR, Payroll, Digital Services, change and adoption, data and technology activities. Establish and maintain robust governance, reporting, assurance and escalation arrangements.





- Hold accountability for programme financial management, including budget planning, monitoring, forecasting, value-for-money oversight and control of expenditure. Ensure appropriate resource planning and allocation across the programme and oversee the performance of external consultants, implementation partners and suppliers.
- Lead strategic stakeholder engagement across the University, acting as a highly visible senior leader for the programme. Prepare and lead programme reporting, board papers, briefings and updates for governance bodies including Programme Board, Digital Board and other relevant forums, ensuring well-evidenced recommendations and clear decision-making.
- Oversee delivery of programme outcomes, ensuring that business process redesign, organisational change, user adoption, testing, readiness, deployment and transition to business as usual are effectively coordinated and controlled. Ensure equality, diversity and inclusion considerations are reflected in transformation design and delivery.
- Own programme risks, issues, dependency and benefits management, including proactive identification, assessment, mitigation and escalation of strategic and operational risks. Ensure robust benefits realisation frameworks are established, monitored and reported, with active intervention where delivery trajectory requires correction.
- Provide leadership for change management and transformation capability, building confidence, capability and commitment across teams and stakeholders. Shape a compelling narrative for change and communicate complex transformation clearly and credibly to varied audiences, including Executive-level stakeholders.
- Draw on sector insight, benchmarking and emerging best practice to inform programme direction, continuous improvement and institutional decision-making, maintaining awareness of developments in organisational transformation, digital enablement and public sector reform.

Internal and External Relationships

- Executive Board members, Executive sponsors and senior University leaders
- Directors and Heads of Service across professional services and academic divisions
- Programme and project teams across Finance, HR, Payroll, Digital Services and change workstreams
- Enterprise, solution and technical architects and related digital specialists
- External consultants, implementation partners, system vendors and support providers
- Sector bodies, peer institutions and other external stakeholders as required

Planning and Organising

The role is responsible for strategic planning, mobilisation and oversight of a complex, multi-year transformation programme involving multiple interdependent workstreams, significant budgets, diverse stakeholder groups and fixed governance milestones. The post-holder must balance long-term strategic objectives with short-term delivery pressures, ensuring effective prioritisation, sequencing, reporting, assurance and resource deployment across the programme.





Qualifications, Knowledge and Experience

Essential

- Educated to degree level or equivalent professional experience, demonstrating the ability to operate at a senior strategic professional level.*
- Significant experience of leading major organisational transformation, programme leadership, change management or service improvement in a complex environment.*
- Substantial experience of programme and portfolio management, governance, assurance, risk management and benefits realisation.*
- Experience of leading high-profile, cross-organisational initiatives with significant institutional visibility and senior stakeholder engagement.*
- Experience of financial management, including responsibility for significant programme budgets, forecasting and resource oversight.*
- Experience of producing high-quality programme reporting, board papers, briefings and recommendations for senior governance forums.*

Desirable

- Experience within the Higher Education or public sector.
- Postgraduate qualification in a relevant discipline such as Management, Organisational Change, Business Transformation or Public Sector Leadership.
- Professional accreditation or formal certification in programme / portfolio management, change management, transformation leadership or related disciplines.

Skills, Abilities and Competencies

Essential

- Ability to translate institutional strategy into deliverable transformation programmes, operating where outcomes are defined but methods are not.*
- Highly developed analytical and problem-solving skills, with the ability to evaluate complex, ambiguous information and make sound professional judgements.*
- Strong capability in leading and assuring complex, multi-workstream programmes, including governance, planning, dependency management and benefits realisation.*
- Excellent communication skills, including the ability to write clearly and persuasively for senior governance audiences and present complex change credibly to diverse stakeholders.*
- Proven ability to influence and advise senior leaders without direct line authority and to manage politically sensitive issues constructively.
- Ability to manage significant programme budgets, resources and external suppliers within agreed tolerances.
- Deep understanding of change management principles, including cultural, behavioural and people impacts.
- Ability to embed equality, diversity, inclusion and accessibility considerations into transformation activity.

Desirable

- Understanding of the Higher Education or public sector environment, including regulatory, governance and financial constraints.
- Experience working within complex, federated or matrix organisations.





- Ability to build and develop transformation, programme or change capability across teams and portfolios.
- Ability to draw effectively on sector benchmarking, best practice and external insight to inform transformation approaches.

****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.

