

2504-06_Senior Business Project Manager

Salary: £60,348 – 62,766

Contract: Permanent, Full-time

WJEC's Project Management Office (PMO) is excited to be welcoming applications for a Senior Business Project Manager to join their team. The PMO are overseeing an extensive portfolio of change programmes and projects across the business, and this role-holder will lead on WJEC's qualification development and operationalisation projects.

The Role:

The Senior Business Project Manager works cross-functionally to deliver projects related to qualification reform, delivery and assessment. They will develop an extensive knowledge of the organisation, enabling them to appropriately assess risk and plan cross-dependency projects accordingly. They'll work closely with internal and external stakeholders to ensure projects deliver the change required.

The Person:

Applications are invited from proactive personalities with extensive project management experience, including the management and mitigation of risk. They should be comfortable leading several cross-functional projects simultaneously and ideally have experience of this in a regulated or educational sector. They'll be highly organised and comfortable maintaining data and audit trails related to project progress. The right candidate is a confident networker, able to quickly build trust and rapport with a range of stakeholders; influencing decision making and advocating for change.

The Contract:

The role is available on a permanent basis. It is a hybrid post, enabling the successful candidate to split their time between working in our Cardiff offices and working remotely, subject to personal preference and business need. Candidates should be comfortable travelling to Cardiff/Treforest offices on average, once per week.

Our Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a defined benefit CARE pension scheme (LGPS) and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

If you would like to know more about the position or about working for WJEC, please contact our HR team at hr@wjec.co.uk who would be more than happy to speak to you.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59, Sunday 8th June

Interviews will be held in person on Wednesday 18th June

JOB DESCRIPTION

Job title	Senior Business Project Manager
Department:	Digital & Transformation
Section:	Project Management Office
Responsible to:	Head of Project Management Office
Grade:	13
Location:	Western Avenue
Main purpose of Job:	

As Senior Business Project Manager, you will be responsible for managing the delivery of business change projects to agreed time, scope, cost and quality standards. The role will work closely with internal and external stakeholders (regulators and 3rd party stakeholders)

To be an advocate for the Project Management Office function through the embedding of change and project management methodologies across the organisation.

Principal Duties and Responsibilities:

Programme & Project Management

- Lead and manage multiple strategic business change projects e.g. qualification reform, to agreed scope, timescale, cost and quality.
- Develop and execute detailed project plans, ensuring project activities and milestones across several workstreams /projects are captured.
- Manage dependencies and interdependencies between projects and/or workstreams.
- Monitor project progress against agreed plans, taking necessary actions and escalation where appropriate to WJEC senior leadership team.
- Provide a comprehensive progress update to WJEC senior management team via a fortnightly/ monthly steering groups.
- Facilitate risk and opportunity reviews (internal and external), actively managing risks and mitigation activities, ensuring WJECs corporate risk register reflects the latest risk position, and that senior leadership are aware of the current position.
- Meticulous documenting of all project related information.
- Engage with internal and external project auditors when appropriate.
- Produce and maintain all necessary core project components such as business cases, options appraisals, project plans, Project Initiation Documents, risk and issue logs etc.
- Facilitate post implementation review / lesson learnt sessions

Stakeholder engagement.

- Work closely with WJEC's senior management in particular WJEC's Executive Director: Qualifications & Assessment to ensure strategic projects deliver to scope, cost, quality and time.
- Quickly establish rapport and trust with a wide range of WJEC stakeholders including Delivery Teams and Senior Stakeholders across the organisation.

- Lead and actively participate in weekly and monthly project board meetings with external stakeholders. (e.g. regulators)
- Establish and foster excellent working relationships with 3rd party stakeholders and suppliers.
- Work closely with WJEC communications team to ensure project communications are accurate and timely.
- Confidence in convening subject matter experts and 3rd parties to resolves issues and discuss risk mitigations.

Other

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post

Person Specification	
-----------------------------	--

Job title:	Senior Business Project Manager
Department:	Digital and Transformation

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present and include potential for growth and development into the role.

Skills and Abilities	
-----------------------------	--

Highly desirable

- Excellent interpersonal skills, with the ability to engage with, negotiate, influence and motivate a range of stakeholders at all levels of seniority.
- A good communicator, who can interpret complex project requirements and convey these into an appropriate project plan.
- Highly organised and able to confidently manage multiple competing and conflicting priorities to time.
- Excellent analytical and problem-solving skills; with the ability to balance innovation, risk and reward to make recommendations.

Desirable

- Competent in project audit requirements; ensuring a robust audit trail of all related project documentation and decision making.

Knowledge	
------------------	--

Highly desirable

- Knowledge of a range of project management and change management methodologies (Agile, Waterfall and Hybrid).

Desirable

- Good understanding of budget management

Experience	
-------------------	--

Highly desirable

- Solid track record of successfully managing large scale, multi-faceted programmes and projects.
- Evidence of experience of risk management (identification, options, decision making and evaluation).
- Prior experience making decisions which carry a moderate level of risk.

Desirable

- Supervision and indirect management of project teams
- Experience mentoring/coaching junior project managers.
- Experience of working within the Education sector / Qualification development and Operationalisation.

Highly desirable

- Degree or equivalent qualification or professional experience in a related field (e.g. Business Administration)
- Project Management/ Leadership qualification.
- Change Management qualification.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Head of Programme and Project Management		
Cyflog: Salary:	£60,348 – 62,766	Gradd: 13 Grade: 13	
Gwyliau Blynnyddol: Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn: Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor / / End of Term Nifer yr oriau yr wythnos No of hrs per week	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn 8 th Mehefin 2025 Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 8 th June 2025			