



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Project Capability Workstream Lead
<b>Area:</b>	Digital Transformation
<b>Reference:</b>	EHA1580-0226
<b>Grade and Salary:</b>	Grade 7. Points 27-30. £35608 - £38784 per annum.
<b>Contract Type:</b>	Fixed Term until 31/07/2027
<b>Hours:</b>	Full Time (36.25 hours per week)
<b>Location:</b>	Hybrid with Ormskirk based L39 4QP
<b>Accountable to:</b>	Project Sponsor
<b>Reporting to:</b>	Project Manager

## About the Role

Shape the future. Drive the change. The Capability Workstream Lead is a senior delivery and functional leadership role with strategic delivery accountability for an entire defined capability of the Student Record Systems (SRS) implementation programme. The role leads complex workstream delivery, manages cross-functional dependencies, and ensures that system, process, and organisational change is delivered effectively, compliantly, and at pace.

This is a key post that will contribute to the ambitions of the University's Student Record Systems implementation programme ensuring aspects of the projects strategic priorities are implemented effectively. This is a challenging and important position for a highly organised, logical, self-starter, with excellent communications skills, and attention to detail, who has excellent planning, communication, negotiation and influencing skills.

Operating as part of the Programme Leadership Team, the role holds end-to-end accountability for capability workstream outcomes including system design, process transformation, data readiness and organisational adoption. You will be responsible for setting direction, determining priorities, allocating work and assuring quality across your workstream, with direct responsibility for supervising and leading Junior Business Analysts and assigned workstream resources on a day-to-day basis.

The role requires the ability to make strategic delivery decisions, balance competing institutional priorities and manage significant operational and regulatory risk. You will work in close partnership with senior academic leaders, professional services heads and enabling workstream leads, shaping how the University operates in a post-implementation environment. You will exercise delegated authority to approve workstream-level decisions, designs and readiness for go-live, escalating only where decisions have material programme-wide, financial or regulatory impact.

Postholders will lead activity for one of the following SRS functional areas:

- Recruitment & Admissions
- Curriculum & Assessment
- Enrolment, Registration & Progression
- Student Communication & Administration
- Student Finance, Scholarships & Bursaries
- Regulatory Reporting & Document Management
- Completion, Graduation & Awards

You will be accountable for delivery defined areas of the Minimum Viable Product (MVP), ensuring workstream requirements are prioritised, validated, and aligned to project objectives. You will lead colleagues and (BAU) business as usual teams (both professional services and academics) to prepare for changes, understand new processes, and embed updated ways of working. This role requires strong planning, communication, analytical capability, and attention to detail

## **Duties and Responsibilities**

### **1. Strategic Workstream Leadership and Accountability**

- Hold full accountability for the strategic planning, delivery and assurance of a one of the defined capability workstreams, ensuring outcomes align with programme objectives, regulatory requirements and institutional priorities.
- Set workstream direction and delivery approach, determining sequencing, priorities and resourcing in response to emerging risks and dependencies.
- Own and govern the scope, refinement and delivery of MVP and subsequent capability releases for the workstream, balancing speed, quality and risk.
- Provide day-to-day leadership and supervision of Junior Business Analysts, allocating work, setting expectations, quality-assuring outputs and supporting professional development.
- Ensure workstream activity is fully integrated across design, configuration, data migration, testing, training, readiness and cutover phases.

### **2. Senior Stakeholder Engagement and Institutional Influence**

- Act as a senior institutional partner to academic leaders and professional services heads, influencing decision-making and securing commitment to new ways of working.
- Lead complex, high-impact stakeholder discussions where priorities conflict or where change has significant operational or cultural impact.
- Translate institutional strategy, regulatory requirements and policy into executable operational solutions within the SRS.
- Serve as the authoritative point of contact for workstream decisions, escalations and assurance.

### **3. Leadership Across Enabling and Functional Workstreams**

- Provide authoritative functional leadership across multi-disciplinary teams including development, analytics, integrations, data migration, reporting, testing, change and training.
- Manage and resolve complex cross-workstream dependencies, making decisions that balance institutional risk, compliance and delivery constraints.
- Direct the contribution of SMEs and analysts, ensuring consistency, quality and alignment with agreed design principles.
- Lead and assure critical cross-functional activities including design authority, testing strategy, data validation and readiness checkpoints.

#### **4. Business Transformation and Change Leadership**

- Lead the redesign of end-to-end business processes within the workstream, ensuring they are future-ready, compliant and sustainable.
- Take strategic ownership of change impacts, directing change, training and communications activity to ensure adoption and readiness.
- Ensure acceptance criteria, process changes and controls are clearly defined, validated and embedded into BAU.
- Act as a change leader, influencing behaviours and decision-making beyond the immediate scope of the programme.

#### **5. Risk Ownership and Decision-Making**

- Hold primary ownership of workstream risks, issues and dependencies, including those with material operational, regulatory or reputational impact.
- Develop and approve mitigation and recovery strategies, escalating only where institutional-level intervention is required.
- Apply advanced analytical judgement to evaluate options, make evidence-based decisions and advise the Programme Manager and Sponsors.

#### **6. Governance, Assurance and Reporting**

- Provide high-level governance reporting to Programme Delivery Boards and senior forums, clearly articulating risk, progress, trade-offs and decision points.
- Assure the quality, completeness and auditability of workstream documentation including RAID, process models and configuration artefacts.
- Contribute expert insight to programme-level planning, sequencing and readiness decisions.

#### **7. Testing, Validation and Go-Live Authority**

- Own the functional testing strategy for the workstream, including UAT, configuration validation and data readiness.
- Lead and direct UAT activity, ensuring defects are prioritised appropriately and resolved to agreed quality thresholds.
- Be accountable for recommending go-live readiness for the workstream, providing assurance that processes, data and controls are fit for transition to BAU.

#### **8. Quality, Standards and Operational Readiness**

- Define and enforce workstream standards for documentation, controls, auditability and operational resilience.

- Lead the development of future-state operating procedures, controls and guidance for post-go-live use.
- Ensure solutions are scalable, compliant and aligned with institutional governance frameworks.

## **9. People Leadership and Capability Development**

- Provide direct supervision and leadership of Junior Business Analysts, including task allocation, coaching, feedback and performance oversight.
- Build analytical and functional capability within the workstream, ensuring knowledge transfer and resilience beyond the programme.
- Foster a culture of accountability, collaboration and continuous improvement.

## **10. Professional Contribution and Institutional Leadership**

- Operate as a highly autonomous senior leader, shaping programme delivery, governance and institutional ways of working.
- Influence decision-making and practice beyond the immediate programme, contributing to wider organisational maturity.
- Act as a visible role model for inclusive leadership, ethical decision-making and people-centred transformation.
- Champion continuous improvement, embedding lessons learned into institutional delivery models.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equality & Diversity and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

## **Eligibility**

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached

## Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree or equivalent professional training/experience relevant to project management.	Essential	Application
Project management training or certification (e.g., PRINCE2, Agile, APM).	Desirable	Application
Training related to business analysis, process improvement or change management.	Desirable	Application

### Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Understanding of project delivery methodologies, including planning, scheduling, risk and issue management and experience of leading delivery of a defined workstream or functional area within a complex project or programme.	Essential	Supporting Statement and Interview
Knowledge of business change and readiness principles. Ability to adapt to a changing environment and support colleagues through change.	Desirable	Supporting Statement and interview
Knowledge of system implementation activities (e.g., design, config, testing, data migration).	Desirable	Supporting Statement and Interview

## Experience and Knowledge

Familiarity with project management tools or documentation approaches (e.g., RAID logs, Gantt charts, process maps).	Desirable	Supporting Statement and Interview
Experienced in the delivery of complex projects or systems implementations in a structured environment and in supporting testing, data, or change activities in a project context.	Essential	Application and Interview
Experience of making prioritisation and delivery decisions in environments with competing stakeholder demands and in exercising judgement and making delivery decisions.	Essential	Supporting Statement and Interview
Experience in leading process change, improvement initiatives or operational redesign.	Essential	Supporting Statement and Interview
Experience preparing or maintaining project documentation (e.g., plans, RAID items, logs etc). and in managing tasks, tracking progress, and meeting deadlines across competing priorities.	Essential	Supporting Statement and Interview
Experience working with external suppliers or system implementation partners.	Desirable	Supporting Statement and Interview
Supervisory, team coordination or informal leadership experience including the ability to lead and influence others without formal line management	Desirable	Application and Interview
Experience within the Higher Education sector.	Desirable	Application

## Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to build positive, productive working relationships and work collaboratively across functions and in working effectively within multi-functional teams.	Essential	Supporting Statement and Interview
Strong attention to detail and commitment to accuracy.	Essential	Supporting Statement and Interview
Excellent communication skills, with the ability to engage confidently with diverse stakeholder groups and to facilitate meetings, workshops, and discussions to support decision-making.	Essential	Application, Supporting Statement and Interview

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Strong analytical and problem-solving skills with the ability to interpret information and propose practical solutions.	Essential	Interview
Ability to understand and document business processes and identify impacts of change.	Essential	Supporting Statement and Interview
Strong organisational skills with the ability to manage workload, prioritise effectively, and maintain accurate documentation.	Essential	Supporting Statement and Interview

## Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

### Have any questions?

For informal enquiries about this vacancy, please contact Hannah McAuliffe, Programme Manager at [Hannah.McAuliffe@edgehill.ac.uk](mailto:Hannah.McAuliffe@edgehill.ac.uk)

### Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the **"Apply Online"** button on the job advert and follow the easy steps to prepare and submit your application.

### Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the

form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.