Job Description

Senior Project Manager (Waterscapes)

Grade:10

Directorate: Wetland Conservation

Location: WWT Welney

Reporting to: Head of UK Wetlands

Main function of post: To develop and directly manage large, complex, multi-stakeholder landscape-scale wetland conservation projects using WWTs Project Management Framework, as well as overseeing the management of further projects and the Project Managers/Officers responsible for them. To act as a key source of expertise and knowledge on the subject and represent WWT at a senior level to key external audiences.

Supervisory responsibilities: Line management responsibility for Project Managers and Project Officers, with indirect matrix management of wider project teams.

Responsibilities of the post

1. To provide direction and leadership to all staff and volunteers within the team, enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management.
2. To effectively and efficiently develop and manage projects (chiefly major, complex, multi-stakeholder) related to landscape-scale wetland conservation in accordance with WWT's Project Management Framework.
3. To ensure project goals are realistic and practical, and developing and managing appropriate plans and strategies for achieving these goals.
4. To identify and secure all the internal and external resources, whether financial or human, required to complete the project successfully.
5. To develop and execute efficient governance and internal project communication strategies to support the effective delivery of the project.
6. To take responsibility for budgeting and managing resources of ongoing projects, including signing-off on project expenditure within approved limits (and escalating where necessary)

7. To manage external stakeholders involved in projects, including but not limited to the establishment and operation of formal joint project delivery structures.
8. To monitor and evaluate progress, ensuring that projects are delivered on time and within budget, or escalating where necessary.
9. To play a role in the embedding and continual development of project management procedures and processes, ensuring that the lessons learnt from projects, from both positive and negative examples, are captured, shared and used to support the implementation of best practices into future project delivery.
10. To provide clear and objective feedback to the line managers of wider project team members to ensure staff are being developed, motivated and to support performance review.
11. To proactively look for new project opportunities aligned to WWT's priority work areas.
12. To act as a key source of knowledge and represent WWT to external audiences in the field of landscape-scale wetland conservation, effectively briefing others, chiefly the Director of Wetland Conservation and Head of UK Wetlands, as appropriate.
13. To provide appropriate content for internal reports and other publications/messaging as required by the Head of UK Wetlands.
14. To ensure that health, safety and wellbeing of everyone in your team is an integral part of how they work, creating a safe environment for staff, volunteers and visitors.
15. To be responsible for ensuring that team engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.
16. To ensure that your team engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
17. Ensure that everyone in your team adheres to WWT's Data Protection policy and GDPR standards as an integral part of how they work.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: 2/6/21 **Amended: 30/3/26**

Person Specification

1. Qualifications

Essential:

- Degree-level qualification in a relevant field
- Current driving licence

Desirable:

- Postgraduate-level qualification in a relevant field
- A recognised qualification or accreditation in project management (e.g. PRINCE2, APM accreditation)

2. Experience

Essential:

- Extensive experience in the field of landscape-scale conservation, preferably with a wetland focus, and up-to-date date on current thinking and trends in the subject area
- Substantial experience of managing successful large-scale, complex, multi-stakeholder projects
- Proven experience in networking, partnership building and relationship management
- Demonstrable experience of implementing effective governance arrangements to ensure timely decision making, effective risk management, and compliance with organisational policies
- An excellent track record of building and managing a team educated to at least degree level
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint
- Experience in managing / understanding of statutory grants

Desirable:

- Experience of working in devolved administration contexts within the UK
- Experience of project design, planning and evaluation

3. Managerial & Supervisory

Essential:

- Ability to lead, manage and motivate a team
- Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project delivery

Type of staff	Number managed	Number supervised
Employed Staff	1-3	5-10

Volunteers / Casual Workers	1-5	5-10
Contractors	1-5	5-10

4. Responsibility

Essential:

- Ability to take responsibility for multiple large, diverse projects and prioritise resources accordingly
- Outstanding self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable
- Ability to manage project related budgets of up to £1million per annum

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (sign off level)	Up to £10,000
Project Size (normally managed)	Medium/Large
Cash Handling	£0
Assets (required for job, exc. buildings)	up to £10,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Excellent problem-solving skills and an eye for detail
- A creative approach and the ability to take on and shape new and unknown projects
- Ability to be resilient in overcoming barriers, recovering from setbacks and identifying lessons learnt
- Excellent planning and organization skills to deliver work to agreed timescales and standards

6. Contact

Essential:

- Excellent written and oral communication skills to write reports and deliver presentations
- Ability to represent an organisation effectively to partners/stakeholders and at external events
- Effective team-working and collaboration skills

- Outstanding interpersonal skills including being able to negotiate, give feedback, persuade, influence, deal with conflict, influence, and work effectively with groups and individuals including those with differing perspectives and in challenging circumstances

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