



**Evidence.
Ideas.
Change.**

Application pack

Director of Project Management

Ref.: POMA/01/20

Location: London

Closing date: Sunday, 29 March 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



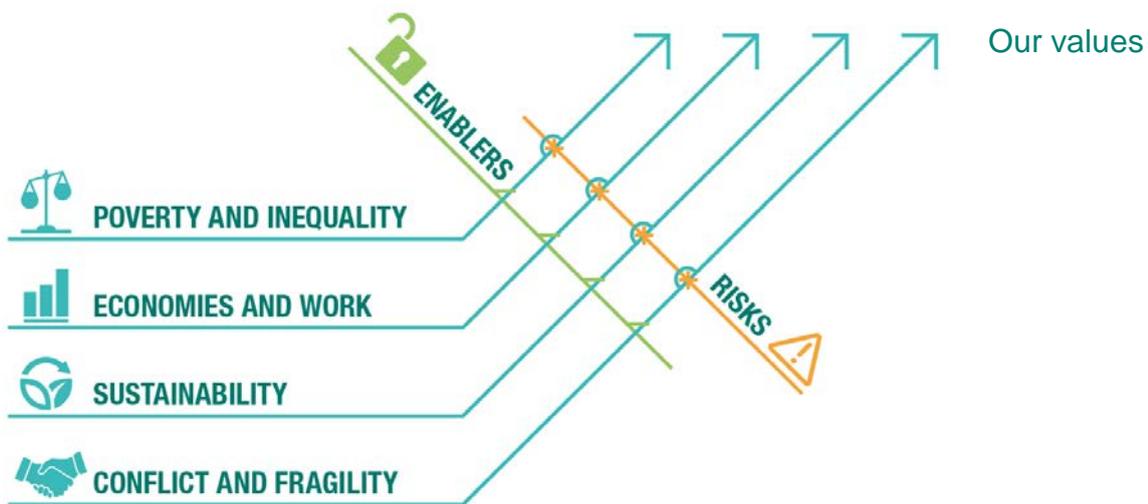
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Description	
Position Title	Director of Project Management
Department	Programme
Accountable To	Managing Director, Programmes and Management
Responsible For	Project Management staff

Job Summary:

The Director of Project Management (PM) provides leadership for ODI's project management function which supports ODI programmes through management of all projects (around 300 on an ongoing basis) and associated financial and human resources across the organisation.

The Director leads the development and implementation of strategies and plans for the PM function, including being accountable for its strategic and financial performance in support of ODI-wide and programme priorities. S/he ensures high quality implementation of PM principles, standards, practices and methodologies in a consistent, responsive and efficient way.

S/he is responsible for managing a team of project management staff (currently around 40), ensuring appropriate capacity levels and work allocation depending on evolving demands, developing an effective team, ensuring staff wellbeing and upholding ODI's values.

The Director collaborates closely with ODI's Directors of Programme, the Head of Business Development, and other colleagues to co-manage PM and Business Development support to all programmes through a matrix management arrangement.

She/he works closely with other functional teams, contributes to ODI senior management forums, and ensures implementation of ODI's business and operating framework in order to foster organisational effectiveness, strategic alignment and efficiency across ODI.

Responsibilities and Duties:

1. Provide strategic direction and leadership for ODI's PM function:

- Stay abreast of developments in the project management field and lead innovation and change in ODI's PM function to adapt it to evolving needs and priorities of ODI and the external context
- Lead development and oversee consistent implementation of PM principles, standards, practices and methodologies across the organisation to ensure the PM function best supports ODI's work
- Lead the ongoing development of project management tools, including but not limited to Access FocalPoint, to improve accuracy, timeliness and transparency of information across the organisation
- Lead development of strategies, organisational and operational plans for the PM function to achieve its intent to provide effective, responsive and efficient PM support to ODI's programmes
- Provide oversight and guidance to the PM team to fulfil goals and ensure excellent quality and standards
- Monitor, analyse and report on the project portfolio mix across the institute and within individual programmes and use such analysis to inform learning and further development of ODI's work

2. Lead and manage PM staff, develop an effective team and uphold ODI's values:

- Provide leadership for all PM staff, ensuring the perspectives of the team are represented in ODI senior management discussions.
- Recruit, develop, support and manage performance of PM staff, including supervision of Operations Managers who directly report to the role
- Lead the development and maintenance of capacity plans for the PM function and oversee work allocation of staff to ensure responsive, efficient and fully-funded PM support to programmes
- Develop and nurture an effective and high performing PM team that works well together, is collaborative and that values contributions and wellbeing of all team members
- Model and promote the application of ODI's values within the team and with others

3. Work closely with Directors of Programme and other colleagues to co-manage PM support to all programmes through a matrix management arrangement:

- Lead the development and maintenance of an effective matrix management arrangement for the PM function with solid line management of staff to the PM function and a dotted task management line to programmes
- Ensure that roles and responsibilities for the arrangement are clear, understood well and upheld by all PM staff and key stakeholders
- Ensure that the PM function balances consistency with understanding and appropriate tailoring of its support to particular needs of each programme
- Meet regularly with Managing Directors, Directors of Programme, the Head of Business Development and other colleagues to ensure the arrangement is working well and to resolve any issues

4. Accountable for performance (strategic, financial, staff), including upholding ODI's business and operating framework:

- Manage the PM function to achieve its strategic goals and objectives including promoting agility and managing change to adapt it to evolving needs and context
- Develop and manage approved resource and expenditure budgets, ensure that PM costs are recovered, and oversee the financial performance of the PM function
- Manage staffing and support of the PM function to ensure it is appropriate, meeting needs of programmes and performing well to deliver strategic and financial results.
- Lead communications with the PM team, in coordination with Operations Managers, to ensure that staff are well-informed, working consistently, and are learning from each other
- Report on and be accountable for the strategic and financial performance of the PM function
- Lead the PM function's adherence to ODI's business and operating framework and policies, including safeguarding, travel security and other core policies

5. Contribute to the ODI strategy, business plans and business development and align the PM function's objectives to facilitate the achievement of organisational priorities:

- Participate in ODI's overall senior management forums to provide strategic direction and ensure alignment of ODI's work
- Contribute to ODI-wide strategic processes such as strategic and business planning and organisational change initiatives
- Ensure that PM function's plans and work are aligned with those of ODI overall
- Oversee and contribute to PM functional involvement in business development strategies and activities
- Work closely with Finance and Business Development functions to contribute to the development and application of ODI's business model and its cost recovery mechanisms
- Contribute to regular meetings to coordinate and prioritise Business Development activities and allocation of staff for this work

6. Collaborate with other ODI teams to foster strategic alignment, learning and multidisciplinary work:

- Work collaboratively with all ODI's functional teams to coordinate support to programmes and to ODI overall
- Contribute to organisational learning by sharing ideas and learning and to undertake cross-functional work

7. Undertake such other duties within the scope of the post as may be requested by their Manager

Requirements:

Knowledge and Qualifications

- A degree in a relevant discipline and a post-graduate qualification or equivalent levels of experience
- Extensive knowledge of the project cycle management field and methodologies
- Extensive knowledge and understanding of business models for think tanks or other similar organisations
- Extensive understanding of practical application of project cycle management within think tanks, consulting companies, or other similar organisations
- Knowledge of the international development and humanitarian affairs sector

Experience

- Substantial work experience in the project cycle management field
- Experience of improving project management methodologies in organisations
- Substantial experience of establishing complex systems and procedures and ensuring compliance across teams and organisations
- Significant experience in leading, managing and developing staff and

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- teams based on organisational purpose and values
 - Experience of matrix management and client services functions/organisations
 - Significant costing and budgeting experience for complex organisations
 - Significant management experience including of projects, strategic and operational plans, and finances

Skills/Abilities

- Strong leadership skills
- Strong and clear communication skills, written, verbal and visual
- Strong project cycle management skills, including resource and project planning/management, business development and performance monitoring. Ability to identify and solve complex problems with creative and innovative solutions
- Proven ability to lead and manage a project management team, including managing performance and developing staff
- Strategic thinking and ability to translate strategies into successful operational plans
- Effective teamwork, inter-personal and collaborative skills
- Values-driven and exceptional integrity, including ensuring a safe working environment and equal opportunities for all
- Financial costing, budgeting and management skills
- Multitasking skills in a high-pressure environment with a positive attitude
- Ability to pick up new skills and learn new software quickly
- Excellent ability to build cross-cultural relationships with partners and colleagues in various countries and at various levels of seniority.

Desirable

- Knowledge and understanding of international development issues
- Experience of Sharepoint document management system
- Experience working in a developing country or with developing country partner organisations

Key Relationships and Contacts:

- ODI Managing Directors and Directors of Programme
- Head of Business Development
- Directors/Heads of other ODI functional teams
- Other staff in programmes and functional teams

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Sunday, 29 March 2020**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £64,889–£79,538 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a six-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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