



Project Manager – Project Management

Ref.: PMU0424

Location: London based hub – with hybrid working in the UK

Contents

An introduction to ODI.....	2
Job description	4
Application process	9
Terms of employment	9
Additional benefits	9
Other information	10

ODI is an equal opportunities employer.

The ODI 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 a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- 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 work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless**, **inspirational**, **rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

Job Title:	Project Manager
Department/Group:	Project Management
Responsible to:	Strategic Operations Manager or Senior Project Manager
Responsible for:	N/A or Project Management Officer

Purpose of Job

The Project Manager (PM) will oversee the day-to-day development and management of projects of medium to high complexity. Project complexity is determined by value, operational risks, reputational risks, quality risks, number of countries, number of partners, number of sub-contractors, and the nature of the project management arrangements (e.g. agile multi-partner consortia). Generally, the projects might have a large number of contractors, a limited number of institutional partners and up to three donors working with either single or multiple currencies. Projects can either be single or multi year and require the delivery of multiple outputs.

The PM will be responsible for the project management cycle, coordinating the delivery of outputs to time and to budget, contributing to and taking ownership of the workplan, liaising with both internal and external stakeholders and maintaining up to date information on project finances, delivery, timeline and risks. They will work both independently and with the Technical Lead(s) to ensure the successful delivery of projects against milestones and budgets and in line with ODI's policies and procedures.

They will use their understanding of ODI's business model and of other budgeting models, as relevant, to ensure the financial viability of the project within the parameters agreed. They will be required to have a thorough understanding of the impact that different resourcing models have on the project and demonstrate their ability to balance the needs of the project with those of the organisation. They will represent the interests of ODI in contract negotiations with partners/donors and are expected to demonstrate a thorough understanding of ODI's requirements and 'red-lines'.

The PM will also play a significant role in the pursuit of ODI's objectives by coordinating business development activities (such as concept notes, proposals for grants and competitive tenders), including contributing to drafting proposals and identifying opportunities for funding where appropriate/required, working with the Technical Leads, the SOM and the Business Development team to build key partnerships and/or enhance existing ones with donors, research and operational partners.

The PM will contribute to the development and continuous improvement of ODI's project management methodology, processes and standards and will mentor junior PM function staff to develop their financial, project management and business awareness knowledge.

The post-holder will show commitment in further developing their project management, commercial awareness and negotiation skills.

Main Duties and Responsibilities

Project management:

- Ensure adherence to ODI's project management methodology, including the accurate set up and management of projects through FocalPoint and in accordance with donor requirements.
- Facilitate and coordinate inputs from key stakeholders concerning scope, schedule, budget, risk and quality for each project.
- Coordinate and contribute to the development of project workplans with the project team (covering research, communications, Global Security and other activities, as relevant), establishing and monitoring project controls related to scope, schedule, budget, risk and quality.
- Set up internal milestones and monitor project deliverables against contractual requirements and invoicing schedules. Negotiate delivery schedules with partners, in collaboration with the Technical Lead.
- Identify the financial impact that delays or changes in the delivery schedule have on the projects' financial performance and work with the Technical Lead to find possible solutions. This will include liaising with partners and donors to modify workplans.
- Facilitate information sharing and problem solving across the project team, including internal and external stakeholders where appropriate, to improve project implementation.
- Identify, manage and mitigate project risks. Escalate more complex issues to Senior PMs, Strategic Operations Managers and/or Director of Project Management for resolution, as needed.
- Coordinate the production and dissemination of project deliverables in collaboration with the project team and other ODI colleagues as necessary.
- Coordinate the production and submission of donor narrative reports, incorporating partners' submissions as relevant.
- Liaise with the donors on contractual matters, ensuring both compliance with donor requirements and the safeguarding of the interests of ODI, demonstrating a good understanding of the organisation's needs and 'red-lines'.
- Identify consultants and partners in collaboration with the project team and manage contracting process, including negotiations of terms and conditions; liaise with the consultants and partners on contractual matters.
- Create and maintain project worksites on the intranet (SharePoint).
- Lead and manage the project's compliance with ODI procedures, particularly in relation to establishing and maintaining safeguarding frameworks, travel & security.

Financial management:

- Ensure the correct and effective set up, the financial management and closure of allocated projects following the appropriate ODI procedures and donor requirements.
- Model the financial impact of resourcing options proposed by the Technical Lead throughout the project life cycle and propose alternatives and/or manage risks associated with potential losses.
- Liaise with donors, project partners and subcontractors on financial matters. Work closely with counterparts in partners' organisations to ensure deadlines / milestones are met for the timely delivery of forecasts, narrative and financial reports.

- In close collaboration with the Finance Business Partner, produce donor financial reports according to contractual requirements in both standard and more complex projects, incorporating partners' submissions as relevant.
- Co-lead the preparation for audits, in collaboration with the Finance Business Partner, collate project-related information before, during and after the audit field work, including on follow-up activities and discussions with donors on audit reports.
- Track and monitor projects' financial performance in terms of their contribution to ODI overheads throughout the year, ensuring the financial viability of the project within the parameters agreed and demonstrating a good understanding of the impact that carry forwards and delays will have on ODI's financial performance.
- Reconcile and consolidate project finances at quarter and year end, in close collaboration with the Finance Business Partner.
- Track, coordinate and report on financial information flows related to allocated projects to the Operations Manager.

Business development:

- Contribute to the preparation of bids and proposals, including developing budgets and tailoring technical documentation, using extensive knowledge of donors' business model and budgeting requirements.
- Use their knowledge of budgeting methodologies to model the most viable costing structure for complex tenders, in collaboration with SPMs/OMs when required.
- Provide strategic input into deepening collaborative partnerships and maintain strong productive working relationships with all donors and partners.
- Work with the Business Development team (BD) to improve ODI's templates and proposal development processes.
- Keep appropriate records from end of project review meetings, documenting and sharing key lessons learnt with PM and BD teams to support ongoing improvement of ODI proposal development and budgeting.
- Support SOMs and senior researchers to identify new funding streams.
- Ensure that all costs are accurately and fully recovered in proposal budgets in line with ODI's policy.

Knowledge management:

- In collaboration with DoPs and the SOM, contribute to the development and implementation of programmes' strategy and objectives by providing specialist knowledge and intelligence on donors, partners and specific areas of work.
- Contribute to information sharing across ODI, with internal departments and other programmes.
- Contribute to supporting the ODI project management methodology at organisational level; contribute to ongoing improvement of internal PM procedures and manuals.

- Contribute to the development and functioning of internal and external communications and knowledge management systems, for example user/training manuals, donor/partner processes.
- Provide support to programmes/teams on discrete tasks, such as team meetings etc.

Line management (if applicable):

- Lead in the induction, development, and support of directly line-managed staff.
- Review resource needs and implement strategies to meet changing workloads of direct line reports.
- Participate in interview processes for PM staff.
- Conduct appraisals, set appropriate objectives and team/institutional priorities, monitor and manage performance against these.
- Model and promote the application of ODI's values within the team and with others.

Person Specification

Essential

Knowledge and qualifications

- Education to Masters' degree level or equivalent level of experience
- level of relevant Knowledge of project cycle management
- Thorough understanding of different costing models
- Solid understanding of financial management as part of the project cycle

Experience

- Experience managing medium to large sized projects throughout the full project cycle
- Experience of working within complex business models and of managing projects to maximise their contribution to the organisation's financial and strategic objectives.
- Experience in donor compliance and administrative procedures, donor relationship management, including both financial and narrative reporting.
- Proven experience of conducting contract negotiations independently
- Successful experience of budget monitoring in multiple currencies including experience of creating accurate and timely financial reports.
- Experience of costing and budgeting according to different models and templates.
- Experience of participating in the development of proposals
- Experience of establishing systems and procedures to support project implementation
- Experience of coordinating project teams

Skills/abilities

- Ability to lead and coordinate complex project teams,
- Proven ability to understand the business environment and balance the requirements of the projects with the needs of the organisation.

- Ability to understand the needs of donors and partners and to make business- savvy decisions
- Ability to innovate in order to overcome problems
- Advanced IT skills including Excel, Word, Outlook, PowerPoint and databases
- Ability to write well and to prepare reports with minimum supervision
- Multitasking skills in a high-pressure environment
- Exceptional planning, organisation and execution skills
- Ability to work to own initiative with minimum supervision
- Excellent ability to build cross cultural relationships with partners and colleagues at various levels of seniority.
- Ability to learn new software quickly
- Effective communication skills

Desirable

- Project Management qualification
- Knowledge and understanding of development and/or humanitarian issues
- Experience working in a developing country or with developing country partner organisations
- Experience in line management
- Foreign language skills (in particular French, and Spanish, German, or Arabic)
- Experience in organising complex workshops or events, including logistics.
- Experience of Sharepoint document management system and Access FocalPoint

Key Relationships and Contacts

Director of PM
 Strategic Operations Managers
 Other PMs, Project Management Officers and Senior Project Managers
 Director of Programmes and Project Leads within programme and/or other functional teams
 Other functions (Finance, Business Development, Risk and Compliance and Public Affairs and Communication)

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://odi.org/en/careers/>

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 hub is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £42,400 - 44,520 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: Fixed-term All contracts of employment are subject to a three-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: Generous company pension scheme. The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

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

Additional benefits

Flexible working options: Support in maintaining a healthy work-life balance, e.g. part-time working, compressed hours, term-time.

Hybrid working: Working at the hub/remotely within the UK.

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

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.

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

ODI Groups: A number of social and cross-department work groups, e.g. Podcast Society, Book Club, The Anti-Racist Reading Group, Softball Team, Diversity Forum and others.

Other information

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

The hub is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

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



ODI is an equal opportunities employer.

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