



Think  
Change

# Application pack

## Project Manager

Ref.: PMU/02/21

Location: London

Closing date: Monday, 03 May 2021

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### Contents

<b>An introduction to ODI .....</b>	<b>2</b>
<b>Job description .....</b>	<b>3</b>
<b>Application process .....</b>	<b>4</b>
<b>Terms of employment .....</b>	<b>9</b>
<b>Additional benefits .....</b>	<b>9</b>
<b>Other information .....</b>	<b>10</b>

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](https://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.



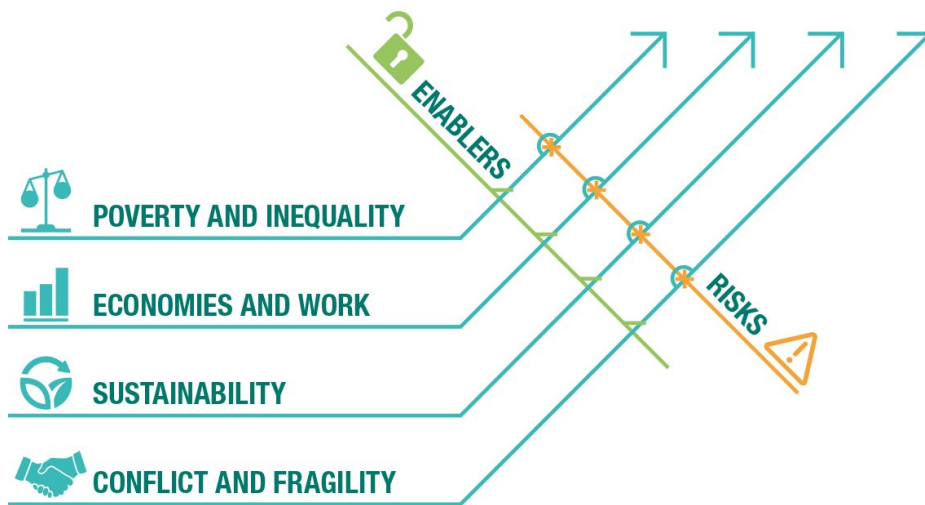
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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.

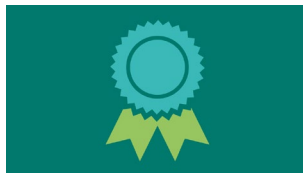


## Our values



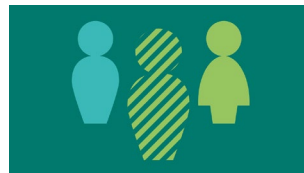
### Independence

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



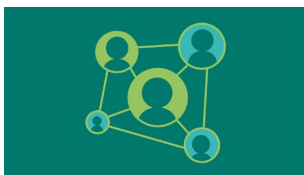
### High quality

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



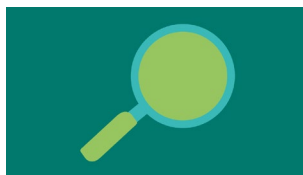
### Fairness, diversity and equality

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

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

### **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 Bachelor's degree level or equivalent level of experience
- Project Management qualification
- 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**

- Education to Master's degree level
- 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, Spanish, German, 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



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## Application process

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

**Closing date:** The closing date for receipt of applications is midnight, UK time, on: **Monday, 03 May 2021**

**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:** £34,987 - £41,574 per annum, grade 4 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: 1 year 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:** The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). [www.saul.org.uk](http://www.saul.org.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.

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## 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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