

Saxton Bampfylde

**Kingston
University
London**

**Appointment of Director,
Strategic Portfolio Office**

About us

Kingston University is a place for our students and staff to fulfil their ambitions. We are passionate about enhancing our students' life chances by helping them make the most of their learning opportunity and equipping them with the Future Skills and knowledge needed in the 21st Century's demanding workplace.

High quality teaching is at the heart of everything we do and we are leading the way in the United Kingdom in Future Skills education, ensuring every student on every course is equipped with the skills most-needed by industry so they can thrive in their careers.

We are one of just 26 higher education providers in the United Kingdom to have secured three Gold ratings in the latest Teaching Excellence Framework (TEF). This recognises our commitment to high quality teaching, to providing an outstanding student experience and to supporting our students to achieve successful degree outcomes.

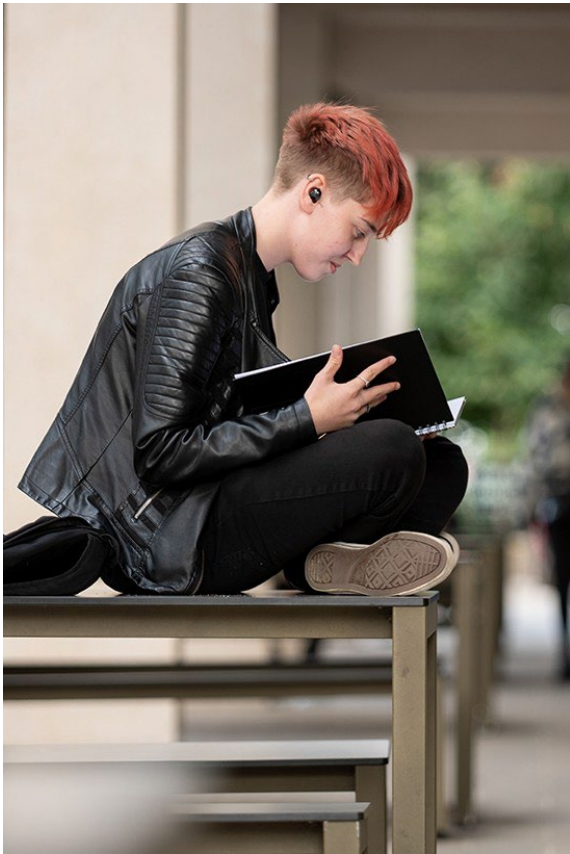
Across our four campuses in Kingston, we offer cutting-edge facilities within a bustling and vibrant town, with great shopping, restaurants, bars and leisure facilities, and great transport links in and out of London.

Our ambitious and transformative Town House Strategy, named after our internationally acclaimed, award-winning Town House building, is delivering a progressive new model of higher education founded on our award-winning Future Skills campaign.

Through the Town House Strategy, we are transforming our students' education by pervasively embedding the Future Skills sought by business and the professions across our curriculum. It is also supporting us to deliver greater prominence, visibility and impact through research and knowledge exchange and creating a culture of high performance across the institution in line with our values as an inclusive, innovative, ambitious, and enterprising institution.



About us



We are proud to be:

Inclusive: to value the diversity of students and staff, treating them respectfully.

Innovative: to apply new methods or ideas to facilitate progress.

Ambitious: to pursue excellence for oneself, the University and our communities.

Enterprising: to recognise and act on opportunities.

In addition, we know our greatest strength is our people. We offer a range of benefits designed to enhance our employees' careers with us, which include generous holiday entitlement and pension schemes, discounted courses across the University, a staff benefits platform featuring discounts and cashback deals with hundreds of retailers, our Employee Assistance Programme and much more.

Our Vision

Our vision is for Kingston University to be sought after by students and staff as a place to further their ambitions and to have impact on our communities. Our students and staff will be sought after for their skills, knowledge and ability to innovate.

Our mission

Our mission is to enhance students' life chances, support staff ambitions and strengthen Kingston University's impact on industry, policy and the professions to enable a sustainable future socially, economically and environmentally.

Our values serve as guiding principles that define the University's character. They are an integral part of our Town House Strategy, establishing a common sense of purpose and direction.

Kingston University is a leading university with a progressive approach to education that ensures our graduates are equipped with the **Future Skills** most sought after by global employers.

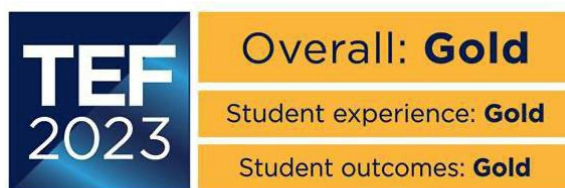
About us

Recognition for our teaching excellence

Kingston University not only received an overall Gold rating in the 2023 Teaching Excellence Framework, but also secured a Gold award in the framework's two new student experience and student outcomes.

Features of the submission included our commitment to student success, exemplified by the work of the Learning and Teaching Enhancement Centre (LTEC), which supports students through such measures as developing a truly inclusive curriculum and reducing the degree awarding gap.

The University also showcased the support it offers care leavers, young adult carers and students from a diverse range of backgrounds. Our work with students whose families have no previous experience of higher education was also a key focus.



Teaching Excellence Framework

Guardian University Guide

Kingston University is a top 60 institution in the 2025 Guardian University Guide. It was ranked in the top five in the country for geography, graphic design and fashion, tenth in the country for general nursing and ninth for forensic science.

Graduate start-ups

The University is consistently ranked one of the top higher education institutions nationally for graduate start-ups in the Higher Education Business and Community Interaction Survey.



About us

One of the most inclusive institutions in the country, Kingston University was ranked in the top 10 universities in the UK for social mobility in a report produced by the Institute of Fiscal Studies, in partnership with the Sutton Trust and Department for Education.

The University holds a Bronze Race Equality Charter (REC) Mark in recognition of our ongoing commitment and action to improve race equity for staff and students, and the Athena SWAN bronze award for our commitment to advancing women's careers in science, technology, maths and medicine (STEMM).

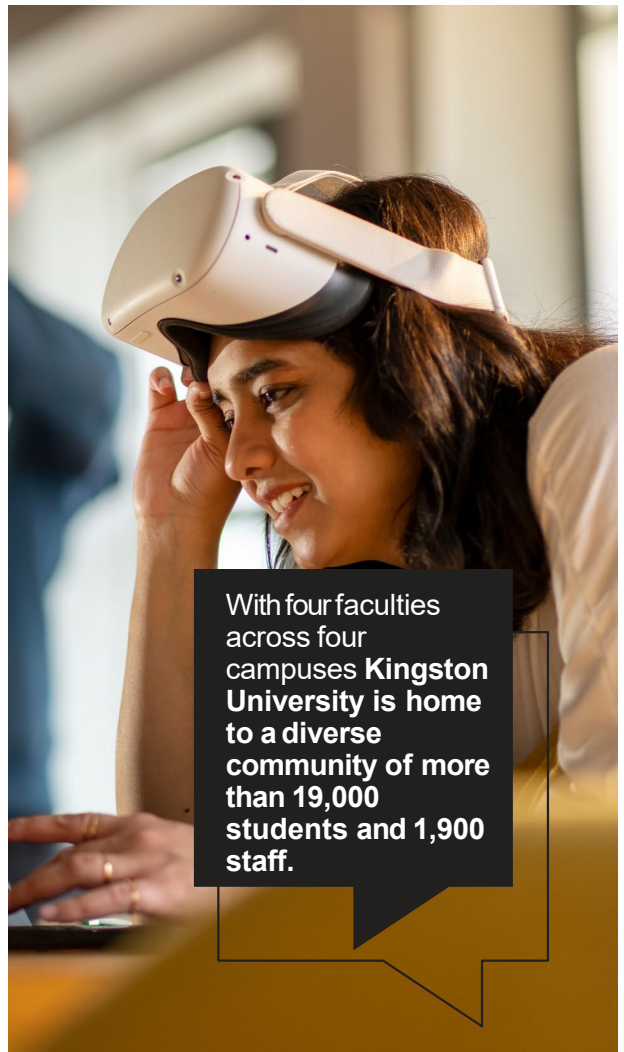
We value the rich variety of backgrounds, identities and experiences our staff and students bring and are committed to embedding equality and diversity in everything we do. [Click here to learn more about our objectives and commitments](#)

We are diverse

The University has an international outlook and commitment to cultural diversity. It is home to more than 19,000 students from more than 140 countries. Artists and designers study alongside engineers, scientists, healthcare professionals and business minds to blend the student experience across subjects and solve the problems faced by today's diverse society.

We transform lives

Kingston is committed to fair access and providing equal opportunities for students from all walks of life. Our award-winning KU Cares programme provides specialised support for students who are care leavers, care experienced, estranged or young adult carers. The University's Head Start programme supports students from groups under-represented in higher education and prepares them for the transition into higher education both academically and socially, ensuring they can start their courses with confidence.



With four faculties across four campuses **Kingston University is home to a diverse community of more than 19,000 students and 1,900 staff.**

Our award-winning ELEVATE programme supports students of Black and Black Mixed heritage backgrounds to gain insight, skills and support in preparation for embarking on successful careers.

About us



We have impact

We continue to expand our research reputation through fostering a collaborative, outward-looking research culture across the institution. Seventy per cent of Kingston's research was rated as world-leading or internationally excellent in the Government's latest Research Excellence Framework (REF 2021). The University rose 13 places to 71st in the research power tables published by Times Higher Education, which considers quality of research as well as number of research-active staff, placing 75th in the leading sector publication's overall ranking of institutions.

The University's track record in enabling graduate start-ups and its positive impact on communities was recognised in the Knowledge Exchange Framework results for 2024. The University was assessed as having very high or high engagement in two of the seven perspectives – continuing professional development (CPD) and graduate start-ups, and public and community engagement. It also maintained its position across four additional perspectives in the framework.

We are building a sustainable future

Our ambitious Town House Strategy is key to our success, providing a clear direction and focus that sets us apart through our sector-leading Future Skills work. While we are operating within a highly competitive higher education environment, we are confident the University will continue its upward trajectory and have been taking a prudent approach to ensure we can invest in and deliver a sustainable future.



Our Locations



The University is located across four teaching campuses in and around Kingston upon Thames. Our campuses are not only welcoming and supportive environments for students and staff, they are also home to incredible learning facilities. With laboratories and studios, modern classrooms, lecture theatres and libraries, our campuses also include dedicated postgraduate study centres, virtual learning tools, 24/7 online learning support, specialist computer suites and many more additional study spaces.

Penrhyn Road campus

Within walking distance of Kingston town centre, this campus is busy, lively, and cosmopolitan and there is a range of cafés, bars and restaurants on-site. Home to our flagship Town House building, it also has central University facilities such as the fitness centre, health centre, main student restaurant, the Kingston Students' Union and Student Life Centre, which provides services such as accommodation and finance advice.

Kingston School of Art, Knights Park campus

Set in a riverside location, a short walk from Kingston town centre and the Penrhyn Road campus. The restaurant and bar are right next to the picturesque Hogsmill River, providing a tranquil backdrop for breaks in between lectures.

Kingston Hill campus

A beautiful, leafy, self-contained site with a mixture of modern and historic buildings and a community feel. The campus boasts a cafe, restaurant, bar, tennis courts, beehives, and a nature walk; this campus is also within walking distance of Richmond Park.

Roehampton Vale campus

Purpose-built and dedicated to the study of engineering. The campus is just a bus ride or short drive from Kingston and within walking distance of Richmond Park and Wimbledon Common.

Our Faculties

Academic staff and teaching at Kingston University are divided into four Faculties. Each Faculty offers undergraduate and postgraduate courses, with staff undertaking research in related areas.

Kingston School of Art

With origins dating back to the late 19th century, Kingston School of Art is one of the UK's leading art and design education providers. It combines creative risk-taking, innovation and experimentation with a commitment to working with numerous local, national and global partners and collaborators to lead and shape the future of the creative and cultural industries.

Faculty of Engineering, Computing and the Environment

The Faculty of Engineering, Computing and the Environment was formed in 2022. Its Schools of Engineering, Built Environment & Geography, and Computer Science and Mathematics bring together interdisciplinary research, improving the scope of the student experience and encouraging partnerships between academia and commerce. Through a collaborative approach and state of the art facilities, the Faculty offers greater access to resources, knowledge and information and a broader perspective on its subjects.

Faculty of Business and Social Sciences

The Faculty of Business and Social Sciences combines Kingston Business School and the School of Law, Social and Behavioural Sciences. Together they cultivate critical thinking, and a problem-solving approach to learning with an international outlook.

Faculty of Health, Science, Social Care and Education

The Faculty of Health, Science, Social Care and Education is one of the leading providers of healthcare education in the capital, making a significant impact both on the NHS frontline and across the wider workforce through its graduates' skills and expertise and by advancing research. It offers courses in life sciences, pharmacy, nursing, midwifery, social work, sports science, nutrition, education and research, as well as a range of workforce development opportunities.

[Click here to learn more about the Faculties and Schools at Kingston](#)





Town House Strategy

Our world is becoming more interconnected through advances in technology. Society is changing at pace and employers need graduates who bring innovation, enterprise and digital and creative problem-solving skills into the workplace.

Through our transformative and ambitious Town House Strategy, Kingston University is meeting these challenges by delivering a progressive new model of education centred around Future Skills. We are partnering with businesses and other external bodies to support innovation and advance knowledge. Collaboration and innovation underpin everything we do.

We are enabling our students to develop the Future Skills and graduate attributes to thrive in their careers and focusing our research, knowledge exchange, and professional practice where it can have impact and drive innovation.

Through the Strategy, we are ensuring our graduates, our staff, and the University itself are sought after. Students will seek to broaden their knowledge and skills at Kingston University because it will help them make the most of their higher education; staff will choose to work at the University because they can be effective, innovative and develop their careers; and businesses, organisations and government bodies will seek to partner with us because of our approach, expertise, and values.

The building which our strategy is named after, [the Town House](#), is a physical expression of our vision to become ever more ambitious and inclusive. It exemplifies our approach to delivering a progressive model of education that will help new graduates and staff succeed throughout their careers. In effect, the Town House brings our values to life. [Read our strategy here.](#)



Future Skills

Kingston University is leading the way in the United Kingdom by highlighting the pressing need for Future Skills to be embedded across higher education.

The University's sector-leading campaign championing Future Skills – the skills for innovation vital to drive a thriving economy – has been backed by global businesses including Mastercard, JP Morgan, Coca-Cola and Cisco. The campaign has also attracted widespread support from parliamentarians, peers and policy makers including senior government Ministers.

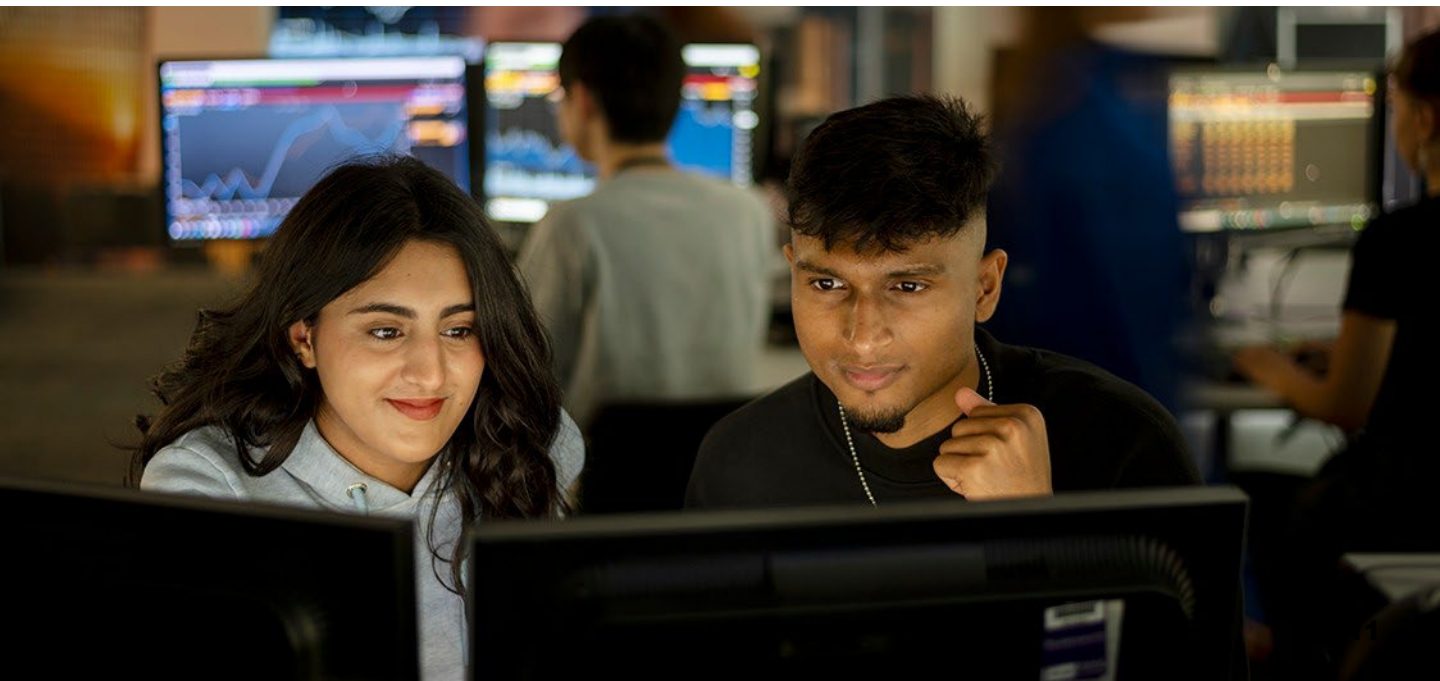
Kingston University is the first higher education provider in the United Kingdom to embed Future Skills teaching across every year of every undergraduate programme, equipping its students with the skills businesses have said are essential for long-term economic success.

Informed by research conducted in conjunction with YouGov, the Future Skills programme has been designed to ensure students acquire nine key attributes by the time they graduate. They include creative problem solving, digital competency, adaptability, being enterprising,

having a questioning mindset, empathy, collaboration, resilience and self-awareness. Students are assessed on their progress as they complete each stage of the programme.

[The second phase of our Future Skills programme, Explore, rolled out this September](#) to all second-year undergraduates as part of the University's groundbreaking approach to preparing students for career success. From engaging in live briefs set by employers to taking part in assessment centre simulations, Explore will build on the knowledge and experience gained by students during the initial Navigate phase of the programme, introduced across all first-year courses last year.

Our latest campaign report, Future Skills: The Kingston Approach, was launched at a major event at the Houses of Parliament. It highlights the economic imperative of embedding Future Skills across the higher education sector to provide employers with the adaptable and highly skilled workforce they need and to prepare graduates for career success in a rapidly changing digital-first world. [Read our latest Future Skills report.](#)



Knowledge Exchange and Research Institutes



Kingston University research has helped shape government policy in the United Kingdom and is making important contributions to public life across the globe, responding to the major scientific and intellectual challenges of today.

We are a leading partner in the South London Partnership innovation and growth programme BIG South London, and play a key role collaborating with HE, FE and business partners to support economic growth. We have been involved in delivering Knowledge Transfer Partnership (KTP) projects for almost 40 years with regional and national businesses across a wide range of sectors. Our expertise in knowledge exchange and enterprise education was recognised in the Times Higher Education Awards 2023 when we were shortlisted for the Outstanding Entrepreneurial University accolade.

To deliver on our Town House Strategy ambitions for research and knowledge exchange, we are introducing four new Knowledge Exchange and Research Institutes (KERIs). The KERIs will encourage excellence and collaboration across disciplines to address the wider challenges central to our Town House Strategy.

Through these institutes, we will concentrate our efforts and support in areas where we can be credible and authoritative, deeply embedding a strong research and knowledge exchange culture across our activity.

The introduction of the KERIs will also enable the University to strengthen its impact on industry, policy and the professions to enable a sustainable future, socially and economically.



The Role - background

The Strategic Portfolio Office is a new, permanent function for the University. It sits within a recently established Directorate of Strategy, Performance and Communications, bringing together staff working in:

- The new in-house SPO
- Planning and Performance
- Brand, Communications and Public Affairs.

Bringing these functions together will support the delivery of objectives to fully achieve the University's sought-after purpose.

In addition to improving our effectiveness and efficiency in implementing the Strategy, the new Directorate will also work to:

- strengthen the alignment of academic and corporate planning – including Faculty and Directorate strategies, planning processes and internal governance models.
- improve the alignment of internal and external communications and the management of external relations and brand management alongside implementation of the Strategy.

The Director of the SPO will play a pivotal part in the establishment of this new function, the Directorate and the success of this approach.

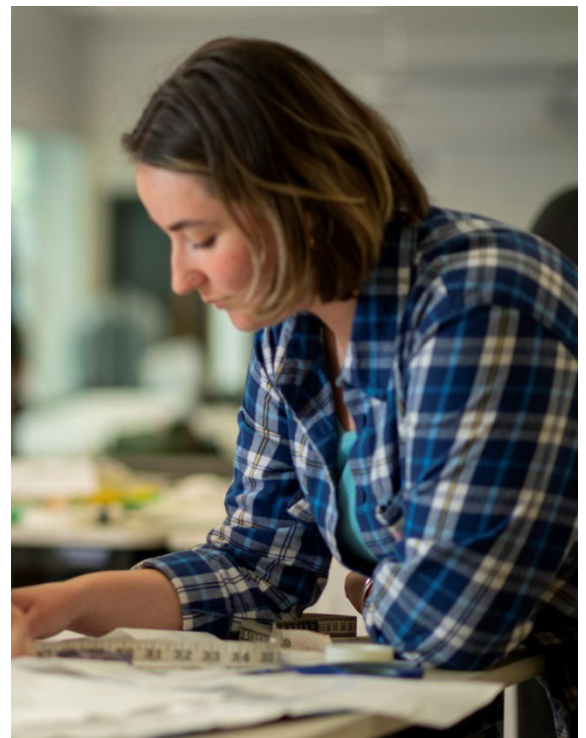


The Role

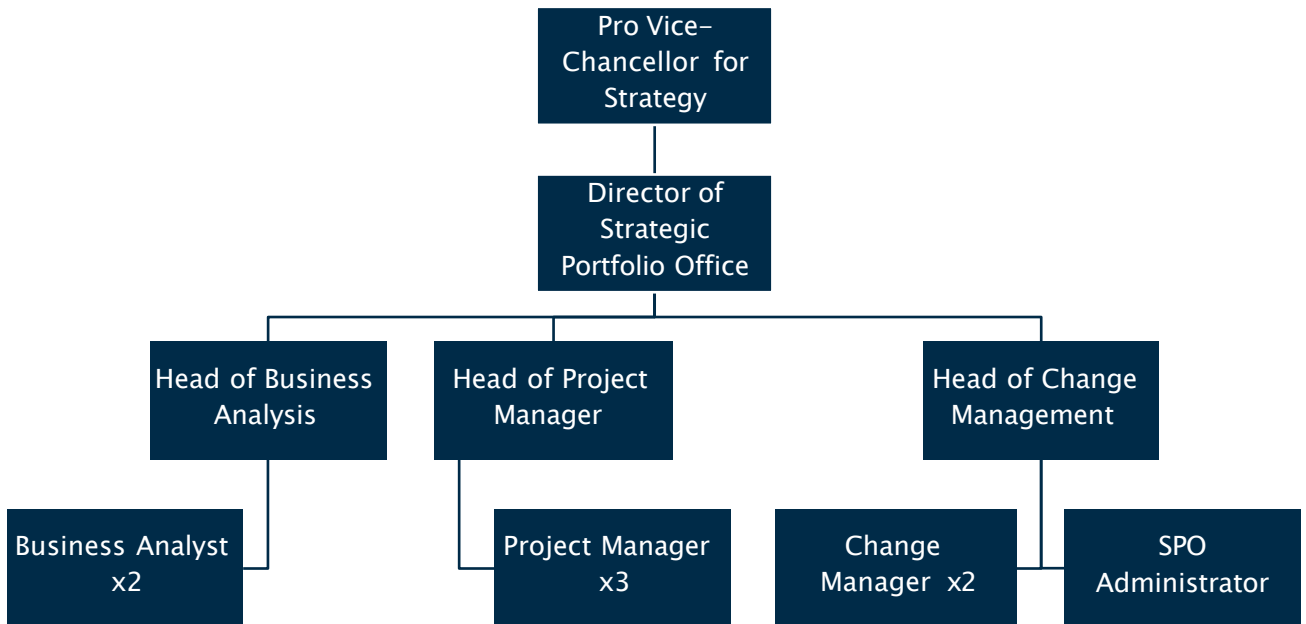
Reporting to the Pro Vice-Chancellor for Strategy, the Director of the Strategic Portfolio Office (SPO) will play a key role in the delivery of the Town House Strategy, its wider academic and corporate objectives and long-term financial sustainability. They will lead the Office responsible for the successful management of the implementation of the Strategy, securing the achievement of the University's goals and objectives. This integral post will:

1. Manage and deliver cross-institutional strategic change programmes and projects. This includes the Town House Strategy, work outside of the Strategy that is distinct from business-as-usual that also informs the University's strategic direction, and work that delivers large-scale functional change improving effectiveness and efficiency.
2. Have oversight of cross-institutional change programmes and projects not directly supported by the SPO, to ensure the Pro Vice-Chancellor for Strategy and the Senior Leadership Team are fully sighted on organisational capacity to deliver and absorb change initiatives.
3. Develop an appropriate and accepted change programme/project methodology and framework, where appropriate building on existing approaches already adopted elsewhere in the University.
4. Ensure the adoption of a university-wide portfolio change framework that will enable the successful embedment of strategic change and improvement.

The Director of the SPO will ensure targeted outcomes are achieved, in budget and within timescales and to required quality standards. In addition, they will champion how programmes and projects should operate and take responsibility for the overall Strategic Portfolio Governance process and framework.



The Role



In-house Strategic Portfolio Office

Creation of a new in-house SPO will be a key component of this change.

To date, the University has drawn on the contribution of colleagues from across the University along with external consultants, providing strategy implementation and change management expertise, to co-ordinate implementation of the Strategy.

Establishing an in-house function to build on this work has always been intended. This will bring tangible benefits, including:

- improving project management capability and effectiveness
- building a bedrock of knowledge relating to portfolio, programme and project management within the University
- strengthening long-term capacity to manage organisational change
- creating an in-house resource base to support Faculties and Directorates to progress their plans and objectives.

The SPO will create opportunities for employment at the University, with new career pathways for colleagues.

Accountabilities

The Director of the Strategic Portfolio Office is accountable for establishing, owning and providing ongoing assurance for an aligned way of working and delivering programmes and projects across the University. They will provide support to the Pro Vice-Chancellor for Strategy in the delivery of strategic objectives and, by extension, all members of the Senior Leadership Team.

The postholder will deliver against the following accountabilities:

1. Develop and manage the overall high level strategic roadmap and plan for the delivery of the University's change portfolio, highlighting the critical path, and ensuring appropriate identification and management of associated dependencies, including risks, to ensure successful delivery.
2. Lead a team of business analysts, programme and project managers, and change management experts to deliver and implement agreed strategic projects from initial inception, business case creation through to close-down, handover to 'business as usual' and benefits realisation, ensuring the agreed governance and standards have been followed throughout.
3. Define, own, and implement the SPO standards, controls, governance, processes, methodology and toolkit framework, ensuring that these are robust and appropriate to the projects and programmes being delivered under the remit of the SPO.
4. Ensure the development, embedment and continuous improvement of a comprehensive change management strategy, plan, framework, and toolkit to help the University grow its change management capabilities at all levels through embedding change within the University's project management methodology.
5. Through the development and maintenance of a detailed resource capacity and demand planner, identify and source programme and projects resource requirements (internally and externally, as appropriate) to maximise efficiency and ensure timely delivery of strategic objectives.



Accountabilities

6. Ensure the preparation of dashboard reporting and associated management information to inform governance groups associated with the Strategic Portfolio (including but not limited to the Senior Leadership Team, the Strategic Portfolio Change Management Group and the Digital Investment Group).
7. Ensure the dissemination of materials for all portfolio level governance forums.
8. Ensure the SPO and University operates a portfolio repository, containing status information for all in scope programmes and projects ensuring this is the one source of truth of all project and programme information.
9. Provide overarching constructive review and challenge of all key portfolio, programme and project documentation including the Plan on a Page, Dependency maps, Project Initiation Documents, Risk and Issue registers, Business Cases and project plans.
10. Oversee the management of risk across the SPO's portfolio of work and make recommendations on priorities to the Pro Vice-Chancellor for Strategy accordingly
11. Implement a portfolio-wide register of benefits and ensure benefits are tracked and aligned to strategic objectives including metrics to measure the maturity of benefits realisation and ensure linkage to strategic KPIs.
12. Drive best practice behaviour and ensure that methods and standards are adhered to across the strategic programme portfolio.
13. Empower and inspire others to deliver successful change initiatives by providing vision, direction, feedback and support, ensuring the best possible outcomes achieved by all colleagues involved.
14. Build and maintain an inclusive environment that embraces a diverse culture.
15. Select, develop and manage colleagues to create and sustain teams.
16. Contribute to leadership across the Directorate of Strategy, Performance and Communications.
17. Embody the values of the University and promote and maintain trust.

The Director of the SPO will deputise for the Pro Vice-Chancellor for Strategy when required.





Responsibilities

As a member of the Senior Leadership Group of the University, this role plays a crucial part in contributing towards defining and developing strategy, policies and decision-making.

The role is expected to work collectively with all Senior Leadership Group members to deliver successful outcomes on matters of common interest concerning the strategic programme portfolio.

All necessary stakeholders required to deliver exceptional service, including but not limited to:

- Pro Vice-Chancellor for Strategy
- Internal senior stakeholders (Senior Leadership Team, Senior Leadership Group, Chief of Staff etc.)
- All members of the Strategic Portfolio Office
- All members of the Directorate of Strategy, Performance and Communications of which the Strategic Portfolio Office is a part
- Project Managers
- Portfolio Administrator
- Finance Business Partner
- Key Business Partners (HR & Finance)
- External stakeholders as required.
- Higher Education and further educational institutions

General Line Management Responsibilities

- Providing leadership, motivation, and direction to all team members
- Accounting for the allocated budget and resource planning in line with the University's Financial Regulations.
- Successfully managing suppliers to deliver value for money and contracted service.
- Vendor performance management including service quality, risks, issues and financial reporting.
- Leading stakeholder engagement to ensure requirements are understood, options identified and evaluated.

Direct Reports

- Head of Business Analysis
- Head of Project Management
- Head of Change Management

Person Specification

All Kingston University staff are expected to demonstrate and work towards developing the Values Framework:

- **Innovative:** To apply new methods or ideas to facilitate progress
- **Inclusive:** To value the diversity of students and staff, treating them respectfully
- **Enterprising:** To recognise and act on opportunities
- **Ambitious:** To pursue excellence for oneself, the University, and our communities

The postholder must always carry their responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with our EDI policy and strategy and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of students/ staff that you are responsible for or meet.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.



Person Specification

Core and function skills

Essential:

- Proven track record in implementing PMOs within complex environments
- Resilient and enthusiastic in the initiation and delivery of operational and process improvement change
- Ability to establish processes and procedures and successfully implement them
- Significant demonstrable experience of operational and strategic management that includes the adherence to and development of policies, risk framework, general controls, compliance matters and key audits
- Successful operational and strategic planning and track record of high-quality customer focused business change project management, delivering value and conforming to industry best practice and audit requirements
- Solid organisational skills including attention to detail and multi-tasking skills
- Excellent analytical and problem-solving skills
- Excellent written and verbal communications skills
- Energetic and personable, able to balance good relationship skills with a structured approach and the ability to have difficult conversations if needed
- Experience of defining and delivering benefits realisation for projects and programmes
- Demonstrable ability to develop and deliver effective working relationships with colleagues across IT Services and the wider University community, within either a traditional or matrix environment.
- Substantial experience of managing stakeholders at different levels within the organisation with the ability to negotiate and influence outcomes.
- A resilient, flexible, people focused, and motivated individual with a pragmatic approach to overcoming challenges and delivering solutions.

Typical Knowledge, Qualifications and Registrations

Essential:

- Educated to degree level or significant equivalent relevant experience
- PMO / Programme / Project Management qualification e.g. P3O, APM, Prince 2 etc.

Desirable:

- Knowledge or experience of working in the HE sector



Terms of appointment

Location: Penryhn Road campus and other campuses as required

Salary: Competitive

Annual leave: 35 days plus public holidays

Benefits:

- Local Government Pension Scheme
- Kingston University Benefits platform offering a wide range of discounts, smart spending app, and low cost healthcare cash plan
- Discounted gym membership, use of fitness centre, and complementary therapy clinic
- Season ticket loan
- Cycle to Work scheme

Process

Candidates will be required to submit a CV and cover letter which set out skills, experience and qualifications relevant to the role. Shortlisted candidates will also be required to complete a psychometric personality assessment.

Interviews will take place on Friday 31 January at the Penrhyn Road campus.

Due diligence

Due diligence will be carried out by Saxton Bampfylde as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Kingston University on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **IAWRI**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form. Alternatively email Belinda.beck@saxbam.com.

The closing date for applications is 5pm on **Friday 6th December**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Kingston University London

NIGHTINGALE
CENTRE

Saxton Bampfylde