

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Project Manager – Strategy and Change  
**REPORTS TO:** Head of Programme Delivery  
**LAST REVIEWED:** New

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### **ROLE PURPOSE:**

The Senior Project Manager – Industry Strategy, will support the programme and project objectives of British racing's industry-wide strategy, by planning, co-ordinating and evaluating activities. They will be responsible for delivering aligned project plans, on time and within budget and within scope of the remit and objectives of the industry strategy.

The industry strategy work is being coordinated by the BHA, on behalf of and in collaboration with all those working in, and involved with, the racing industry. From areas growing racing's collective income, competitive field sizes, through to horse welfare and the needs of racing's people, and attracting the next generation of employees, owners, investors, and customers collaborative action is needed to grow the industry.

The strategy is an opportunity to shape racing's future and strengthen our position as a world leader in Thoroughbred racing and breeding. The Senior Project Manager – Industry Strategy, will play an important role in delivering this impactful programme of work and coordinating it across the racing industry.

### **DIMENSIONS:**

- Committees and Groups – BHA Board, Commercial Committee, Industry Programme Group
- Stakeholders – BHA, National Trainers Federation, Professional Jockeys Association, Racehorse Owners Association, Thoroughbred Breeders' Association, Racecourse Association, National Association of Racing Staff
- Specific Projects – project management of key priority areas for the industry strategy

### **PRINCIPAL RESPONSIBILITIES:**

- To build effective, collaborative and productive influencing relationships with industry stakeholders and opinion formers.
- Work with the BHA and cross-industry executives to translate strategic initiatives into coherent and prioritised implementation plans with defined scope, resources and costs identified.
- Determine key objectives and measures for each initiative, reviewing progress against these on a regular basis.
- To report regularly to Board and delegated governance structures on progress against delivery plans, including the provision of clear, timely and accurate management information and advice to the Board to enable proper consideration of progress against plans
- Develop detailed project plans and associated project documentation (including a risk register, funding applications, and resourcing plan) and schedule of activities for multiple complex projects within an overarching programme of work.
- Effectively communicate the plan to all relevant parties.
- Determine key objectives and measures for each project, reviewing progress against these on a regular basis.
- Act as first point of contact for any third-party suppliers
- Manage budgets, meeting financial objectives by forecasting requirements and scheduling

expenditures, whilst analysing variances and initiating corrective actions. Compile funding bids and be responsible for financial reporting to key stakeholders and funders.

- Evaluate the outcomes of projects, providing recommendations for change or process improvement in future.

### **PERSON SPECIFICATION**

<b>FACTOR</b>	<b>REQUIREMENT</b>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Proven management track record including experience of leading complex projects</li> <li>• Detailed understanding of change management strategies, techniques and programmes</li> <li>• Experience of working in a complex stakeholder environment</li> <li>• Experience of translating strategy into delivery through plans, programmes, people and culture</li> <li>• Experience of leading and delivering change with the ability to convey a compelling and engaging vision of change</li> <li>• Experience of delivering process and operational improvement as part of a change management initiative.</li> <li>• Successful management experience in sectors where change has been slow or where there has been resistance.</li> <li>• Experience of building teams from multiple, diverse organisations and different departments.</li> <li>• Evidence of handling highly complex organisational matters and difficult situations with diplomacy</li> <li>• Experience of successfully delivering initiatives under conditions where budgets are very tightly controlled.</li> <li>• Knowledge of all regulatory requirements regarding management and security of data, and data systems.</li> <li>• Understanding of corporate governance principles</li> </ul>
<b>Knowledge, Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Experience or qualifications and qualified in programme and project management methodologies</li> <li>• Knowledge of racing and its stakeholder landscape.</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Experience of running complex, cross-functional projects and influencing others to work together across business areas and organisations to improve processes and practices</li> <li>• People, Process and Systems Transformation</li> <li>• Change management</li> <li>• Analytical and problem solving, with the ability to assess options and offer solutions</li> <li>• Process and operational improvements</li> <li>• Building teams</li> <li>• Working successfully with third parties</li> <li>• Effective influencing and negotiation skills</li> <li>• Proactive approach to the assessment and management of risk</li> <li>• Ability to drive efficiencies</li> <li>• Commercially astute, financially literate</li> <li>• Ability to effectively communicate effectively and clearly at all levels</li> <li>• Ability to write and present papers and presentations for Board-level audiences</li> </ul>
<b>Any other requirements</b>	<ul style="list-style-type: none"> <li>• A keen and active interest in horseracing.</li> </ul>