

Candidate Information

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| Position: | Research Fellow/Project Manager |
| School/Department: | School of Mechanical and Aerospace Engineering |
| Reference: | 18/106885 |
| Closing Date: | Tuesday 13 November 2018 |
| Salary: | £33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution) |
| Anticipated Interview Date: | Thursday 22 November 2018 |
| Duration: | 2 years |

JOB PURPOSE:

This is an exciting opportunity for a postdoctoral researcher who is interested in supplementing his or her research skills, in composites research, with project management experience. The successful candidate will join the Advanced Composites Research Group (ACRG), within the School of Mechanical and Aerospace Engineering at Queen's University Belfast (QUB), where the time will be split between managing an EU research programme (60%) for which the Group's Director is the Project Coordinator (PC), and carrying out research and proposal development in an area which is mutually agreed with the Group's Director (40%).

Reporting to the Project Coordinator, the successful candidate, in his or her capacity as Project Manager (PM), will be responsible for all activities relating to the day-to-day coordination of an EU H2020 MSCA Innovation Training Network, ICONIC – 'Improving the crashworthiness of composites transportation structures' which has two more years to run (ends October 2020). The ICONIC consortium consists of nine Beneficiaries and four Partner Organisations across six EU member states, with Queen's being the coordinating institution. Fifteen Early Stage Researchers (ESRs) have been appointed by the consortium and are each pursuing a PhD research project and an individually-tailored training programme. The PM will monitor progress against set deliverables, milestones and personal development plans, coordinate meetings, workshops, summer schools and conferences, prepare and submit periodic progress and financial reports to the EU, maintain social media portals, facilitate communication between all participants and liaise with the various ICONIC management boards and groups.

The incumbent will also have the opportunity to plan and deliver research activities, agreed with the PD, of relevance to the research objectives of the ACRG, as well as assist in the development of research proposals to support the activities of the Group.

MAJOR DUTIES:

1. Manage and coordinate research teams at Queen's and those domiciled at consortium institutions to ensure delivery of their research outcomes and training programmes, on time and within budget.
2. Arrange all logistics for the placement and follow-up of ESRs at various host institutions as part of their training and secondment programme.
3. Maintain a training register for each ESR.
4. Oversee financial aspects of the programme.
5. Ensure that each ESR has an up-to-date Personal Career Development Plan.
6. Monitor and update social media accounts.
7. Track progress on project milestones and deliverables of all beneficiaries.
8. Ensure that all beneficiaries stay within budget.
9. Collate, edit and prepare periodic reports for the designated H2020 Project Officer.
10. Plan and organise the 2019 Summer School and ICONIC International conference.
11. Oversee the scheduling and planning of Management Group, Innovation Strategy Steering Group, Supervisory Board and ESR Council meetings.
12. Collect ESR progress reports for dissemination to the Supervisory Board.
13. Liaise with administrative, financial and legal personnel at each beneficiary.

14. Organise outreach activities.
15. Issue a quarterly newsletter to the consortium.
16. Develop, plan and execute an area of research in advanced composite materials and structures, as agreed with the ACRG Director/ICONIC PM.
17. Present regular progress reports on research to members of the ACRG or to external audiences to disseminate and publicise research findings.
18. Prepare, in consultation with the ACRG Director, material for publication, based on own research, in national and international journals and presentations at international conferences.
19. Assist the ACRG Director in the preparation of funding proposals and applications to external bodies.
20. Any other duties commensurate with the grade of the post as directed by the Project Coordinator.

Planning and Organising:

1. Manage all events associated with the project, including but not limited to, project meetings, workshops, secondments/training visits by organising travel, accommodation, access to facilities and equipment.
2. Prioritise activities to meet targets and deadlines in an efficient manner.
3. Maintain and update project plans, Gantt chart and training register.
4. Report regularly to the Project Coordinator using qualitative and quantitative data.
5. Plan for the use of research resources, laboratories and workshops where appropriate.
6. Plan own day-to-day activity within the framework of the agreed research programme and PM duties.
7. Coordinate and liaise with other members of the research group over work progress.

Resource Management Responsibilities:

1. Oversee budget allocation and spending of all beneficiaries.
2. Ensure research resources are used in an effective and efficient manner.
3. Provide guidance as required to support staff and any students who may be assisting with research.

Internal and External Relationships:

1. Liaise on a regular basis with colleagues and students.
2. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
3. Join external networks to share information and ideas.
4. Contribute to the School's outreach programme by establishing links with local community groups, industries etc.
5. Liaise with ICONIC consortium members to ensure that all obligations are met.

ESSENTIAL CRITERIA:

1. 2:1 or higher honours degree in mechanical/aerospace/materials engineering or closely related field.
2. PhD in Composite materials or structures
3. 3 years relevant experience.
4. Experience of managing and delivering a research project on schedule and within budget.
5. Communication experience including the production of on-line publicity material.
6. Basic knowledge of budgets and budgeting.
7. Experience of working in large and complex organisations.
8. A proven research track record commensurate with stage of career.
9. A sufficient breadth of knowledge of composite materials and their utilisation.
10. Involvement in research proposal development.
11. Knowledge of the European Union research funding landscape.
12. Experience of working with Industry.
13. Proficiency in Microsoft Office Suite.
14. Basic experience in the use of project management software.
15. Practical knowledge of project management activities including scheduling, budget preparation, cost tracking and quality measurement.
16. Articulate and able to deliver presentations at Boardroom level and present concise and accurate written material.
17. Ability to build networks.
18. Ability to meet deadlines and targets.
19. Excellent communication skills both oral and written

20. Effective interpersonal skills.
21. Ability to work on own initiative and as part of a team with minimum supervision.
22. Ability to work on parallel tasks with a strong delivery focus.
23. Excellent time management skills

DESIRABLE CRITERIA:

1. Relevant project management qualification (e.g. PRINCE2, MAPM or PMP)
2. Experience of Project Management within the Higher Education Sector.
3. Experience in the development and maintenance of website material.
4. Experience in managing an EU research programme.
5. Active participation in an EU funded research programme.
6. Experience in the use of Content Management Systems.
7. Supervisory experience.
8. Evidence of high quality report writing