



## Candidate Information

<b>Position:</b>	EIT Programme Manager
<b>School/Department:</b>	Institute for Global Food Security
<b>Reference:</b>	18/106949
<b>Closing Date:</b>	Wednesday 5 December 2018
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Tuesday 18 December 2018
<b>Duration:</b>	2 Years

### **JOB PURPOSE:**

Reporting to the Business Development Manager EIT Food, the Programme Manager will be responsible for all activities relating to the day-to-day management of projects within an EU H2020 programme; EIT Food. 'Supporting Researchers within the School of Biological Science and The Institute for Global Food Security', the Programme Manager will communicate with all key stakeholders to deliver EIT Food projects, as well as attending to all areas of monitoring and communications between researchers and consortium partners. Direction of budget management; progress monitoring against set deliverables, coordination of meetings, workshops; preparation and submission of periodic progress and financial reports to the EIT Food; ensuring communication between all participants, School, Finance and HR.

### **MAJOR DUTIES:**

1. To provide specialist programme and project management expertise, working with leading researchers to deliver industry-relevant outcomes. This will involve working with researchers to identify and develop project plans and manage specialist issues such as deliverables and project communications.
2. To monitor and maintain progress of the project plans to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
3. To coordinate and assist with the preparation of regular progress reports to EIT Food.
4. To develop networking and communication channels with a wide range of agri-food stakeholders, researchers and academics within IGFS and across the University.
5. To develop and maintain strategically important relationships with key stakeholders from across the Agri-Food Sector working closely with those stakeholders to develop strategies for collaborative near market research within EIT Food.
6. To maintain an up-to-date awareness of research and initiatives carried out by researchers within IGFS and beyond, with a view to developing further opportunities for collaborative research to benefit the Sector.
7. To provide support to researchers within IGFS and external colleagues with project planning and development.
8. To develop and maintain an awareness of the needs of SMEs within the Agri-food Sector, seeking to identify common business needs and solutions through collaborative research within EIT Food.

### **Planning and Organising:**

1. To plan and organise activities relevant to EIT Food ensuring a cohesive approach to key stakeholders.
2. To provide dedicated project management activities, outlining key milestones and delivery plans.
3. To undertake effective relationship management between researchers and project partners, ensuring project activities and networking events are coordinated, planned and managed.

### **Resource Management Responsibilities:**

1. To support researchers managing the project, activities and budget.
2. To support strategic growth in EIT Food.

### **Internal and External Relationships:**

1. To develop and manage partnerships with key strategic partners, encompassing the whole of the Agri-Food Sector (internal and external), in relation to EIT Food opportunities.
2. Work closely with colleagues within IGFS to deliver an integrated approach to business engagement.
3. To work closely with all parties to promote and further develop collaborative research opportunities
4. To work within the consortium to develop relationships with SMEs

**ESSENTIAL CRITERIA:**

1. Hold Honours Degree or equivalent in a relevant subject area e.g. (please specify what this is)
2. At least 3 years recent relevant project or programme management experience.
3. Experience of working within a research environment.
4. Experience of building and managing relationships in a collaborative context with a range of internal/external stakeholders.
5. Evidence of strong interpersonal and networking skills with ability to relate to and influence internal and external stakeholders.
6. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision-making.
7. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
8. Excellent written and oral communication skills as well as an ability to influence at all levels.
9. Willing and available to travel, Ireland and across Europe

**DESIRABLE CRITERIA:**

1. A relevant postgraduate or professional project management qualification.
2. Practical experience of compiling grant/ contract bids and the processes involved
3. Demonstrable evidence of experience and expertise in Financial Management.
4. Demonstrable knowledge of current and potential developments related to all aspects of university research and the funding of research in a University.
5. Evidence of managing events/workshops.