

Candidate Information

Position:	Project Manager
School/Department:	School of Natural and Built Environment
Reference:	18/106994
Closing Date:	Monday 7 January 2019
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 14 January 2019
Duration:	4 Years

JOB PURPOSE:

Reporting to the Project Coordinator (PC), the Project Manager (PM) will be responsible for all activities relating to the day-to-day coordination of a EU H2020 MSCA Innovation Training Network, MISTRAL (Multi-Sectoral approaches to innovative skills training for renewable energy and social acceptance). The MISTRAL consortium consists of seven Beneficiaries and fifteen Partner Organisations across a range of EU member states, with Queen's being the coordinating institution [<http://www.qub.ac.uk/sites/mistral>]. Fifteen Early Stage Researchers (ESRs) will be appointed by the consortium who will each pursue a 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, help develop and implement social media portals, facilitate communication between all participants and liaise with the various MISTRAL management committee and groups.

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 of ESRs at various host institutions as part of their training and secondment programme and monitor progress.
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. Develop and implement a project website and create and monitor social media accounts.
7. Ensure that all beneficiaries and partner organisations meet their training obligations to their own ESRs and those seconded at their institution for such purposes.
8. Develop clear and agile internal and external communication networks.
9. Track progress on project milestones and deliverables of all beneficiaries.
10. Ensure that all beneficiaries stay within budget.
11. Collate, edit and prepare periodic reports for the designated Project Officer at the European Commission.
12. Plan all aspects of summer schools and other networks events and liaise with appropriate personnel from host countries.
13. Organise the MISTRAL international conferences and meetings.
14. Oversee the scheduling and planning of Supervisory Board, Work Package Leaders Committees and other management committees.
15. Collect ESR progress reports for dissemination to the Supervisory Board

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. Plan on-line and hard-copy publicity materials for distribution at conferences, workshops and outreach activities.

4. Maintain and update project plans, Gantt chart and training register.
5. Report regularly to the Project Coordinator using qualitative and quantitative data.

Resource Management Responsibilities:

1. Oversee budget allocation and spending of all beneficiaries.
2. Supervise administration officer appointed on this project.

Internal and External Relationships:

1. Liaise with consortium members and internal stakeholders to ensure that all obligations are met.

ESSENTIAL CRITERIA:

1. Undergraduate degree or equivalent qualification in a relevant field.
2. Minimum 3 years' experience in project management and evidence of delivery on scheduling, budget preparation, cost tracking and quality measurement.
3. Experience of working in large, complex organisations
4. Experience in use of project management software.
5. Ability to produce publicity material
6. Proficiency in Microsoft Office Suite
7. Evidence of good negotiation and persuasion skills.
8. Well developed communication and interpersonal skills.
9. Articulate and able to deliver presentations at Boardroom level.
10. Ability to present concise and accurate written material to include high quality reports.
11. Ability to work as part of a team with minimal supervision.
12. Ability to work on parallel tasks with a strong focus on delivery.
13. Excellent time management

DESIRABLE CRITERIA:

1. Masters or PhD level qualification
2. Relevant project management qualification (eg: PRINCE2, MAPM or PMP).
3. Project Management experience in Research within the Higher Education Sector or Research Institute.
4. Supervisory experience.
5. Experience in managing EU research programmes.
6. Knowledge and experience of research in renewable energy and/or social acceptance issues.
7. Experience in development of website material.
8. Experience in the use of Content Management Systems.