



Candidate Information

Position:	Project Manager
School/Department:	School of Arts, English and Languages
Reference:	19/107503
Closing Date:	Monday 3 June 2019
Salary:	£27,831 - £32,236 per annum (potential to progress to £35,210 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Wednesday 19 June 2019
Duration:	10 months

JOB PURPOSE:

The principal aim of this post is to support the Prisons Memory Archive Project Director and Steering Group through the provision of efficient programme delivery, project management, project reporting and financial verification. The Project Manager will have a key role in developing, supporting, monitoring the Visual Voices of the Prisons Memory Archive: preservation, access and engagement project, supported by the National Lottery through the Heritage Lottery Fund, and will provide oversight for and day-to-day management of the project. The key duties of the post will involve all aspects of project governance, monitoring, evaluation and budget management.

MAJOR DUTIES:

1. Oversee the delivery of the project, to include (i) governance and partnership; (ii) financial and non-financial monitoring, evaluation and closure of delivery phase; (iii) Risk, change and budget management.
2. Provide bi-monthly reports on the progress of the project to the Project Steering Group of Queen's University Belfast, Public Record Office of Northern Ireland and the Prisons Memory Archive Management Group.
3. Maintain regular communication with the project funders, HLF, including the submission of quarterly Progress Reports and financial claims.
4. Lead in the development of the PMA's impact through the identification of opportunities for additionality and collaboration.
5. Procure services and work related to the project within the financial requirements of the funder and QUB.
6. Take a lead role in planning, designing, developing and implementing new systems and processes with significant/University wide impact.
7. Advise on the need to assess complex situations, information or data and propose and lead the application and testing of innovative solutions with broad impact.
8. Manage the PMA team of staff to ensure the successful delivery of the project, including line-management responsibilities.
9. Any other duties as requested by the Director, commensurate with the post.

Resource Management Responsibilities:

1. Plan and manage the budgetary resources assigned to QUB to ensure the successful delivery of the goals and milestones.
2. Ensure resources associated with the project are used in an effective and efficient manner.
3. Provide guidance to those involved with the project, as required.

Internal and External Relationships:

1. Liaise and network with staff across all levels of the University on issues related to the project, in particular staff working directly on the project, and those in procurement, legal and finance support teams.
2. Facilitate key relationships with organisations and individuals in the public, private and community sectors as partners, funders and participants in the project.
3. Work effectively to build relationships with external stakeholders and partners.

4. Communicate the significant project activities and issues to internal management and internal and external contacts during the project through regular project review meetings. Will include Project Director, Steering Group and Management Group as well as partners PRONI and QUB.
5. Disseminate the key outcomes from work packages, including demonstrating the social and economic impact of the project.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent.
2. A minimum of 3 years' recent relevant experience of project management and ability to demonstrate successfully managing large scale, complex projects and programmes from inception to completion.
3. Experience of managing/co-ordinating teams and projects.
4. Experience and clear evidence of developing and implementing project management processes and procedures for a range of funded programmes.
5. Evidence of managing, forecasting, profiling and controlling budgets and resources and a good understanding of financial management procedures.
6. Evidence of planning and delivering projects on time and within budget.
7. Ability to manage resources and staff.
8. Evidence of good negotiation and influencing skills in politically sensitive environments.
9. Ability to use IT at an appropriate level to include project management and presentation software.
10. Ability to understand and present complex information to a range of audiences.
11. Excellent oral and written communication skills, including the production of high quality reports and documentation for senior management and external stakeholders.
12. Willingness to undertake travel nationally/internationally as required.

DESIRABLE CRITERIA:

1. Postgraduate degree or qualification in a relevant discipline.
2. Experience of managing heritage and/or archival projects.
3. Experience of reporting to an oversight board.