



Candidate Information

Position:	Project Manager (Agri-Food)
School/Department:	Institute for Global Food Security
Reference:	19/107770
Closing Date:	Wednesday 2 October 2019
Salary:	£41,526 to £51,034 per annum.
Anticipated Interview Date:	29 October 2019
Duration:	2 years

JOB PURPOSE:

The Project Manager will provide specialist project management expertise to ensure successful development of the Queen's University Belfast (QUB) and Agri-Food and Biosciences Institute (AFBI) Alliance through specific shared projects. It is anticipated the postholder will potentially manage several discrete projects at any one time and these projects will change over time. The current key projects are the development and implementation of at least three science groups, the development and implementation of an operational group and processes to support the development of the Alliance including communication and marketing. The postholder will be based both in The Institute of Global Food Security (School of Biological Sciences) and AFBI but will work with the colleagues from across both organisations collaboratively to deliver the projects. Some travel between operational sites will be required and there may be limited fact-finding travel in Europe.

MAJOR DUTIES:

1. Contribute to the successful development of the Alliance by providing specialist project management expertise.
2. Develop and implement appropriately detailed project plans for the projects which fully encompasses the scope of the project/partnership, identifying key milestones, dependencies and resources required to ensure successful delivery.
3. Lead, monitor and drive progress against the project plan milestones to ensure delivery of key targets and objectives on time, within budget and of the standard/quality required.
4. Evaluate progress against project plan, identify and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed project deliverables.
5. Manage any sub-project/workstream activities and dependent sub-groups to ensure that the project deliverables are successfully realised, also ensuring effective reporting between sub-groups and to/from the relevant Project Board.
6. Prepare and present appropriately detailed reports in relation to relevant workstreams and with regard to overall project performance and progress. Deliver briefings for internal and external stakeholders.
7. Build relationships with Project Leads, internal contributors and external partners to ensure effective communication and progress between meetings/visits etc. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees and appropriate publications.
8. Organise any visits and relevant events associated with the projects, working closely with colleagues across the University and AFBI.
9. Where allocated, manage the project budget, including monitoring, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams. Provide financial reports to project boards or other committees/managers as required.
10. Manage the communications strategies to support projects, working closely with colleagues within the Faculty and the University communications and marketing directorate.
11. Undertake any other project tasks associated with the development of the Alliance.

Planning and Organising:

1. Prepare and manage appropriately detailed project plans, anticipating and responding to changing circumstances and requirements. Recommend and implement strategies to manage risks etc.
2. In conjunction with the project boards, define objectives and key tasks for each project to ensure delivery of strategic objectives and successful achievement of targets.
3. Plan and organise the activities and outputs of relevant contributors to the project, including through the project boards and any sub-groups established, to achieve requirements of the project plan.

Resource Management Responsibilities:

1. Manage and deploy resources to ensure maximum value is delivered and performance targets are met.
2. Manage budgets for the projects and provide regular reports as necessary.
3. Work to ensure that any income streams associated with projects are received and managed in line with performance targets.

Internal and External Relationships:

1. Act as principal point of contact for the projects.
2. Build and maintain effective communication and collaboration with colleagues from both Queen's and partners, and ensure buy-in to achieve the required contribution and commitment required by all stakeholders.
3. Develop relationships and effectively use links with other relevant stakeholders, including identifying and exploiting opportunities for further appropriate engagement and collaborations.

ESSENTIAL CRITERIA:

1. *A University Degree or equivalent.
2. *At least three years' relevant experience in a Project or Programme Manager/Coordinator role to include:
 - (i) Planning and delivering projects on time and within budget.
 - (ii) Stakeholder/partner management and programme reporting.
 - (iii) Leading multi-disciplinary teams and managing people.
 - (iv) Using formal project management techniques to deliver successful projects.
3. *Evidence of managing budgets and resources and an understanding of financial management procedures.
4. *Evidence of committee management and/or progressing and delegating work through Committees/Working Groups.
5. Evidence of positive negotiation and influencing skills.
6. *Advanced use of Microsoft Office and/or other appropriate project manager software tools.
7. Planning and analytical skills.
8. Team leadership skills, with the ability to communicate goals, and engage, motivate colleagues and achieve buy-in to deliver common objectives.
9. Excellent oral and written communication skills, including the production of high quality reports and documentation for senior management and external stakeholders.
10. Ability to communicate effectively with internal and external stakeholders.
11. Ability to understand and present complex information to a range of audiences.
12. Ability to organise and direct others.
13. Ability to bring a positive, creative and flexible approach to resolving problems.
14. Willing to work flexibly to meet the requirements of the post including travel within Northern Ireland and the United Kingdom if required.
15. Ability to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. *A science, education or healthcare qualification.
2. *A professional project/programme management qualification at Practitioner level.
3. *Experience in the effective use of project management software such as ProjectManager™ or similar.
4. *Evidence of being able to utilise databases/bespoke systems.
5. Experience in relevant environment e.g. higher education or research agrifood environment.
6. Relevant knowledge and understanding of one of the following:
 - Higher Education sector and the delivery of education in the workplace.
 - Agri-Food/Biosciences sector.
7. Understanding and knowledge of the specific challenges in delivering projects with multiple partners.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Mrs Joyce Watterson via email joyce.watterson@qub.ac.uk.