

## Candidate Information

<b>Position:</b>	Project Manager (Irish Nutrient Sustainability Platform)
<b>School/Department:</b>	Biological Sciences
<b>Reference:</b>	19/107995
<b>Closing Date:</b>	Thursday 2 January 2020
<b>Salary:</b>	£41,526 per annum
<b>Anticipated Interview Date:</b>	Tuesday 14 January 2020
<b>Duration:</b>	The post is available for 12 months with the possibility of extension.

### JOB PURPOSE:

The Project Manager will provide specialist project management expertise to ensure successful development of the Irish Nutrient Sustainability Platform and the Queen's University Belfast (QUB) and NUI-Galway alliance.

It is anticipated the postholder will potentially manage several discrete projects at any one time and these projects may change over time.

The current key project is the development and implementation of the Irish Nutrient Sustainability Platform and processes to support the development of the Alliance including communication and marketing. This role will seek to identify and recruit relevant stakeholders as paid members of the Platform; implement, coordinate, promote and deliver Platform activities to include workshops, conferences and stakeholder engagement events.

The postholder will be based in the School of Biological Science but will work with colleagues from across both organisations collaboratively to deliver the project. Some travel between operational sites will be required.

### MAJOR DUTIES:

1. Contribute to the successful development of the Irish Nutrient Sustainability Platform and the Queen's University Belfast (QUB) and NUI-Galway alliance by providing specialist project management expertise.
2. Develop and implement appropriately detailed project plans for the project which fully encompasses the scope of the project/platform, 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. This will include identifying stakeholders who have the potential to engage with the Irish Nutrient Sustainability Platform and designing, implementing, coordinating, promoting and delivering Platform activities with respect to workshops, conferences and stakeholder engagement events as directed by Platform members.
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 Stakeholders of the Irish Nutrient Sustainability Platform to include internal contributors and external partners [business/government/academic community] regionally, nationally and internationally, to ensure effective communication and progress between meetings/visits etc.
8. Work closely with Stakeholders to develop strategies for engagement events (workshops, conferences, stakeholder meetings and collaborative research activities).

9. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees and appropriate publications. This will also include the development of networking and communication channels with stakeholders to develop the Platforms' profile within the sustainability sector.
10. Organise any visits and relevant events associated with the projects, working closely with colleagues across the University, Platform and NUI-Galway.
11. Manage the project budget, including monitoring, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams.
12. Support the development and long-term financial sustainability of the Platform through initiatives to include the preparation of funding applications.
13. Provide financial reports to project boards or other committees/managers as required.
14. Manage the communications strategies to support the Platform and develop its reputation, working closely with colleagues within the University and external partners both nationally and internationally.
15. Undertake any other associated project tasks.

#### **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.
4. Identify and manage the recruitment of stakeholder members into the Irish Nutrient Sustainability Platform.
5. Manage the production of Platform marketing and communication material, actively contributing to the design process by providing ideas, using own judgement to assess quality and appropriateness of designs, and liaising with internal and with external suppliers

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

1. Act as principal point of contact for the project and the Irish Nutrient Sustainability Platform
2. Build and maintain effective communication and collaboration with colleagues from both Queen's, the Platform 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 in a relevant area.
2. \*At least three years' recent relevant experience 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. \*Experience of managing budgets and resources and an understanding of financial management procedures.
4. \*Experience of managing events/workshops
5. \*Advanced use of Microsoft Office and/or other relevant software tools.
6. \*Knowledge and understanding of nutrient sustainability issues
7. \*Knowledge and understanding of industrial collaboration within academic/research institutes
8. Excellent oral and written communication skills, including the production of high quality reports and documentation for senior management and external stakeholders.
9. Strong interpersonal and networking skills with ability to relate to and influence internal and external stakeholders.

10. Leadership skills, with the ability to communicate goals, and engage, motivate colleagues and achieve buy-in to deliver common objectives.
11. Ability to communicate effectively with internal and external stakeholders.
12. Ability to understand and present complex information to a range of audiences.
13. Ability to work independently with a high level of self-motivation whilst also working within a wider team organising and directing others.
14. Ability to bring a positive, creative and flexible approach to resolving problems.
15. Willing to work flexibly to meet the requirements of the post including travel within Northern Ireland and the United Kingdom if required.
16. Ability to meet the mobility requirements of the post.

**DESIRABLE CRITERIA:**

1. A postgraduate or professional qualification in a relevant area.
2. Have successfully completed the Fertiliser Advisers Certification and Training Scheme (FACTS)
3. Experience in the effective use of project management software such as ProjectManager™ or similar.
4. Experience of compiling grant/contract bids and the processes involved.
5. Experience in relevant environment to include one of the following:
  - Higher Education sector.
  - Nutrient Sustainability sector
6. Experience of utilising databases/bespoke systems.