

Candidate Information

Position:	SWAN Project Manager
School/Department:	Gender Initiative (Registrar's)
Reference:	21/109314
Closing Date:	Tuesday 9 November 2021
Salary:	£42,149 - £51,799 per annum
Anticipated Interview Date:	Week Commencing Monday 15 November 2021
Duration:	6 months

JOB PURPOSE:

The successful applicant will provide temporary cover for the Athena Swan project manager role within the QGI team. The post holder will be primarily responsible for developing, managing and implementing Queen's institutional Athena SWAN 2019 action plan, and development of work for the next institutional Athena Swan application to Advance HE.

The post holder will also be responsible for supporting three Schools within Queen's who will be applying for Athena Swan awards or for the renewal of awards over the next 12 months.

Athena Swan is a nationally recognised Charter Mark within Higher Education for gender equality.

Queen's University Belfast is extremely proud of its reputation as a leader in this field and currently holds an Institutional Athena Swan Silver Award and 14 School awards: including 3 Gold awards.

The post holder will run the Queen's Athena Swan programme on a day to day basis; delivering key objectives within agreed timings and budget.

The post holder reports directly to the Director of the Queen's Gender Initiative and Academic Lead for Athena Swan. Whilst previous experience of Athena Swan is not required, a commitment to its values and goals is essential.

MAJOR DUTIES:

1. To project manage all aspects of the institutional ATHENA SWAN Award Action Plan (2019).
2. To support the institutional and other School ATHENA SWAN submissions by collating, analysing and interpreting complex statistical management information (from various stakeholders, datasets and University groups) to formulate strong ATHENA SWAN Award applications and to support decision making in the context of the institutional submission.
3. To play a leading role in developing an effective communication strategy for the ATHENA SWAN project and in developing "beacon" SWAN activities over the next 2 years. Such activities – with both internal and external audiences and participants – should raise awareness of ATHENA SWAN and the University's commitment to gender equality and to promoting/supporting the careers of female academics and professional support staff.
4. To lead, monitor and maintain progress of project plans to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
5. To monitor and report progress to Director ("the Director") of the Queen's University SWAN Initiative (currently the Pro-Vice Chancellor of the Faculty of Arts, Humanities and Social Sciences), SWAN SAT (Self-Assessment Team) and SWAN Steering Group against project plans and delivery of objectives (e.g. project progress, KPIs, business benefits).
6. To develop new project management systems and templates to assist ATHENA SWAN Champions with effectively managing ATHENA SWAN Award submissions or resubmissions and to ensure the provision of appropriate and effective project documentation and files
7. To determine current and emerging statutory and legal compliance obligations through liaising with government departments or agencies and statutory bodies.

8. Development of a thorough understanding of ECU requirements in respect of data and narrative presentation in successful ATHENA SWAN award applications.
9. To communicate and consult effectively with key internal and external stakeholders at key milestones within the project.
10. Any other duties that fall within the remit of the post.

Planning and Organising:

1. Manage tasks to ensure completion within project timeframes.
2. Track progress against schedules to ensure ATHENA SWAN award applications are developed within agreed parameters.
3. Assess and manage risks, issues and associated mitigation options and plans.
4. Plan and organise own work and allocate work to others, where applicable.
5. Organise various meetings of the ATHENA SWAN Steering Group and SWAN SAT, developing agendas and ensuring appropriate minutes of meetings are taken etc.

Resource Management Responsibilities:

1. Ensure any allocated resources – both human and financial - are used in accordance with agreed parameters with the Director and other stakeholders.
2. Coordinate the outputs of the SWAN SAT, SWAN Steering Group and appropriate subgroups to achieve the requirements of the project plan.
3. Management of overall project budget and ensure the physical resources available to projects are adequate and are properly utilised.

Internal and External Relationships:

1. Work in conjunction with the Director, meeting regularly to report and discuss progress and to provide and receive advice/direction.
2. Attend a wide range of internal meetings with senior management including the Director and with colleagues including the Director of the Queen's Gender Initiative, former SWAN Director and Project Manager, SWAN Self-Assessment Team Members, School-based SWAN Champions and colleagues from other Directorates including but not limited to Marketing/Communications and Human Resources.
3. Communicate with and seek to influence key stakeholders across the University, at a range of levels including senior colleagues.
4. Report progress through any other designated University groups and committees as agreed (University Operating Board, Standing Committee and Senate etc.)
5. Meet as required with any relevant project teams, sub groups, Faculty Executive Boards or other groups as required to discuss progress and give status updates.
6. Develop relationships with senior academic and professional support staff including external ATHENA SWAN leads from UK and Irish Universities.
7. Liaise with the Equality Challenge Unit to ensure the institutional (and any School) submission is consistent with their institutional (and School) award requirements.

ESSENTIAL CRITERIA:

1. A primary degree (or equivalent) or substantial relevant experience.
2. Minimum of 3 years' recent relevant experience (3 years' within the last 6 years) in a project management or similar role, with evidence of successfully delivering complex projects that delivered objectives on time and within budget.
3. Excellent planning and analytical skills, with the ability to bring a creative and flexible approach to resolving problems.
4. Excellent report writing skills with evidenced ability of experience writing any of the following: persuasive business case proposals, responses to tender specifications and/or corporate communications.
5. Evidence of ability to analyse and present complex information to a range of audiences and to influence others, including senior management.
6. Excellent communications skills.
7. Evidence of building and developing relationships with a wide range of internal and external stakeholders as evidenced by excellent interpersonal and communications skills.
8. Evidence of ability to work in a leadership role as part of a multi-disciplinary team and to independently exercise initiative.
9. Evidence of ability to work as a member of a team.
10. Commitment to the values and goals of Athena Swan.
11. Capacity to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Degree (or equivalent) in a relevant subject.
2. Relevant post graduate degree in a relevant subject.
3. Qualification in project management e.g. PRINCE2 or equivalent.
4. Relevant experience working in a role involving Advance HE Athena Swan Charter.
5. Relevant knowledge and understanding of the Higher Education Sector and/or the Advance HE Athena SWAN Charter.