

Candidate Information

Position:	Project Manager
School/Department:	School of History, Anthropology, Philosophy and Politics
Reference:	21/109356
Closing Date:	Monday 6 December 2021
Salary:	£34,304 - £40,927 per annum
Anticipated Interview Date:	Thursday 16 & Friday 17 December 2021
Duration:	33 months

JOB PURPOSE:

The principal aim of this 33-month post is to provide support to the 'Explaining Atheism' programme (comprising the Principal Investigator, postdoctoral fellow, data manager, four Co-investigators, two PhD students, temporary research assistants, international media panel, and c. twenty-five funded projects) 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 and promoting the Explaining Atheism grant competitions and will provide oversight for day-to-day management of the overall Explaining Atheism programme. The key duties of the post will involve all aspects of project governance, monitoring, evaluation and budget management.

MAJOR DUTIES:

1. Providing organisational oversight for the project and supporting the work of the Principal Investigator. This includes dealing with correspondence, events management and promotion, and general support duties, as directed by the Principal Investigator.
2. Procuring services and work for the project and monitoring project expenditure, processing expenses claims, booking travel for the programme team and its participants, working with the School's Finance Team to issue hourly paid research staff contracts, and liaising with financial departments at Queen's University Belfast to ensure the best possible use of resources and adherence to the financial requirements of the funder and QUB.
3. Assisting the Principal Investigator in the management of the Explaining Atheism grant competitions. This will entail providing administrative support for the advertisement, award (including drafting of award letters and contracts) and on-going liaison with grantees for c. twenty-five awards.
4. Assist the Principal Investigator in the composition of quarterly progress reports.
5. Maintaining and developing the programme website and social media channels attached to the project and providing guidance to the international media panel engaging with the programme.
6. Developing the promotion and advertising strategy for the programme and its associated events.
7. Developing an understanding of the activities and aims of the Explaining Atheism Programme.
8. Any other duty as requested by the Principal Investigator, commensurate with the post.

Planning and Organising:

1. Organising multiple workshops and conferences, liaising with participants, working with venues and making the necessary hotel bookings. This may entail some travel.
2. Organising programme team meetings, drafting agendas and compiling minutes.
3. Effectively liaising with programme partners and colleagues at all levels of the organisation and external organisations and agencies.
4. Taking a proactive approach to the management of the programme's work.

Resource Management Responsibilities:

1. Plan and manage the budgetary resources assigned to QUB to ensure the successful delivery of the outputs and outcomes of the programme.

2. Ensure resources associated with the project are used in an effective and efficient manner.
3. Provide resource 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 contracts, information services, procurement, travel, and finance.
2. 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 the Principal Investigator at Queen's and representatives from the funder, co-investigators, data manager, and media panel elsewhere.
3. Manage communication and planning with Explaining Atheism sub-grant award winners, event venues, and conference and workshop delegates.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent.
2. A minimum of 3 years' recent relevant experience of project management and able to demonstrate successfully managing large scale, complex projects and programmes.
3. Experience and clear evidence of developing and implementing project management processes and procedures.
4. Evidence of managing budgets and resources and a good understanding of financial management procedures.
5. Evidence of planning and delivering projects on time and within budget.
6. Ability to use IT at an appropriate level to include project management and presentation software.
7. Ability to understand and present complex information to a range of audiences, including high quality reports and documentation for senior managers.
8. Evidence of effective record keeping.
9. Evidence of facilitating effective teamwork, including 'remote' teamwork.
10. Excellent interpersonal and communication (oral and written) skills.
11. Willingness to undertake travel nationally/internationally as required.

DESIRABLE CRITERIA:

1. Postgraduate degree or qualification in a relevant discipline.
2. Experience working in the higher education sector.
3. Evidence of good negotiation and influencing skills.