

Candidate Information

Position:	Innovation and Enterprise Project Manager
School/Department:	Enterprise Development
Reference:	22/109691
Closing Date:	Monday 11 April 2022
Salary:	£34,304 - £40,927 per annum
Anticipated Interview Date:	Thursday 28 April 2022
Duration:	Fixed term - 3 years

JOB PURPOSE:

Providing comprehensive professional support to the Director of Innovation and the Innovation and Enterprise (I&E) teams within R&E (Qubis, IP& Commercialisation, and Innovation Programmes), the post-holder will support the delivery of key institutional objectives and project management activities across the I&E teams within the Directorate. The post-holder will work proactively with senior management figures within these teams, the Directorate and across the University to produce reports, gather data, research and briefings on key policy issues and produce complex management information and associated analyses. They will coordinate and manage all related administrative operations in I&E and monitor financial resources and expenditure.

MAJOR DUTIES:

1. Provide comprehensive professional executive support for the Director of Innovation; including daily contact to identify support needs, proactively contributing to project planning and acting as the main point of contact for the Director. Build effective relationships with University management, internal and external stakeholders across business, academia and government.
2. Responsible for the coordination of the delivery and monitoring of the Enterprise Strategy including planning and coordinating with the Heads of Teams within E&I to ensure delivery against strategic objectives and targets through associated Institutional strategies (e.g. the Enterprise Strategy, the Knowledge Exchange Concordat and Action Plan, the HEIF Strategy, and the Qubis Business Plan).
3. Maintain a detailed and efficient performance monitoring framework for all E&I activities, producing KPI data and identifying planning issues and trends for the Director to inform decision-making.
4. Responsible for producing and analysing management information in relation to innovation and enterprise activities, monitoring sector intelligence and analysing relevant benchmarking information to assist the University in assessing innovation and enterprise performance. Work with a range of complex internal and external data sources, including a wide range of IT systems (e.g. University's current research information system, HESA's Hebci database, QUBIS OKRs, and reporting to Faculties, Schools, Professional Services directorates).
5. Manage the implementation of I&E projects and strategic initiatives, across the Directorate and the University (e.g. systems development, change management, internal audit). To proactively manage progress against project plans and ensure achievement of project deliverables; to capture and monitor issues and risks; and manage, or support the management of, project budgets (e.g. £500k+) in line with agreed tolerances.
6. Responsible for supporting the I&E administrative functions (e.g. finance, procurement, IT), to include formal line management and appraisal responsibility of a Clerical Officer and supervision, or cross team coordination, of a pool of clerical staff across the I&E areas allocating work and ensuring that deadlines are met.
7. Responsible for analysing complex policy issues (encompassing knowledge exchange, innovation, government science policy), and their connection to the research and teaching objectives of the University and the higher education/ government policy environment to identify key research and enterprise-related issues and for University senior management, senior Faculty management teams and other Professional Services units.

8. Produce complex, evidence-based reports, briefings and other documentation for internal reporting purposes (e.g. senior committee papers, Annual Performance Management, corporate planning documents) and external stakeholders (e.g. statutory returns, government consultations). Acting with the utmost discretion in dealing with a wide range of confidential and sensitive information.
9. Coordinate the I&E Teams' financial planning on a short, medium and long term basis, including monitoring of ongoing financial spend and working with senior managers to plan team budgets on an annual basis. Act as a point of contact and meet regularly with the Commercial Accountant.
10. Manage and proactively contribute to an effective and cohesive coordination of the I&E team head meetings, including delivery of policy briefings and strategic progress reports, scheduling and monitoring of project management for cross-Directorate initiatives, and implementation of new policies and procedures. Analyse and provide detailed briefings on institutional updates and issues to senior managers.
11. Contribute to the University's I&E communication strategy to ensure effective information-sharing and inter-team collaboration within R&E, including delivery of regular written briefings (e.g. UOB, PSEB, Corporate Planning) for all I&E staff. Production of relevant PR and marketing material and maintenance of relevant I&E webpages.

ESSENTIAL CRITERIA:

1. *An honours degree or alternatively substantial relevant experience working in a similar role.
2. *A minimum of 3 years relevant experience including:
 - Experience of analysing complex information and contributing towards decision making.
 - Experience of working within a project-based environment and using project approaches to tasks.
 - Experience of monitoring budgets or resources and understanding of financial management.
 - Experience of networking with a wide range of internal/ external stakeholders.
3. Attention to detail and strong analytical/ problem-solving approach.
4. Strong written and presentation skills.
5. Proven ability to produce clear and concise written material.
6. Exceptional IT skills - knowledge of dominant IT suites for document production presentation and budgeting.
7. Ability to draft presentation materials and deliver presentations to stakeholders at an equivalent level of responsibility.
8. Excellent interpersonal skills, including the ability to perform effectively under pressure.
9. Strong organisational skills with the ability to; prioritise a diverse workload, respond to changing priorities and work to tight deadlines.
10. A proactive self-starter, able to work independently, and focus on delivering outcomes.
11. Team-working ethos.
12. Willingness to undertake training and personal development activities.
13. Willingness to work irregular hours with some occasional travel commitment required.

DESIRABLE CRITERIA:

1. *Relevant postgraduate qualification.
2. *Knowledge and understanding of the university KE environment.
3. *Experience and understanding of project management methodologies.
4. *Knowledge and understanding of project planning tools.
5. *Experience of working in an office environment.
6. *Experience of servicing senior level committees.
7. Understanding of the role of universities and their contribution to society.
8. Interest in higher education activities.
9. Experience in supervising junior members of staff.
10. Experience of working with senior level staff within a large organisation.