



Candidate Information

Position:	Project Manager (Race Equality Charter) - PT (0.6fte)/Mat Cover
School/Department:	Gender Initiative (Registrar's)
Reference:	22/110281
Closing Date:	Monday 17 October 2022
Salary:	£43,414 - £53,353 per annum, pro rata.
Anticipated Interview Date:	Wednesday 26 & Thursday 27 October 2022
Duration:	Part time, fixed term until 27 June 2023

JOB PURPOSE:

The successful applicant will be primarily responsible for developing, managing and implementing Queen's Institutional REC Award application and action plan. The post holder will also be responsible for supporting institution-wide activities including diagnostic, training, sharing and celebratory activities. The post holder will run the REC project on a day to day basis, delivering key objectives within agreed timings and budget.

The post holder reports directly to the REC Academic Lead for and will work within the QGI and Athena SWAN team. Whilst previous experience of REC is not required, a demonstrable commitment to its values and goals is essential.

MAJOR DUTIES:

1. To project manage all aspects of the institutional REC agenda including developing and implementing a project plan, detailed charter application document and related action plan.
2. To support the institutional understanding of REC by collating, analysing and interpreting complex management information (from various stakeholders, datasets and University groups) to contribute towards the development of appropriate policies and to support decision making in the context of the institutional REC award submission.
3. To play a leading role in developing an effective communication strategy for the REC project and in developing a programme of appropriate activities over the next three years. Such activities – with both internal and external audiences and participants – should raise awareness of REC and the University's commitment to race equality and to promoting/supporting the careers of Black Asian and Minority Ethnic students, researchers, academics and professional services 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 the REC Academic Lead against project plans and delivery of objectives.
6. To develop new project management systems and templates to assist the REC project with effective 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 Advance HE's requirements in respect of data and narrative presentation in successful REC 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 ambit of the post.
11. Work pattern for this role to be agreed with the line manager. The team is currently working in a hybrid pattern.

ESSENTIAL CRITERIA:

1. A primary degree in a relevant area.
2. Minimum of 3 years' recent relevant experience in a project management role, with evidence of successfully delivering complex projects at organisational level that delivered objectives on time and within budget.
3. Relevant experience of leading a significant project that impacted/introduced new organisational policies.
4. Relevant experience in race equality.

5. Excellent report writing skills with evidenced ability of experience writing corporate plans and/ or action plans e.g. EDI action plans.
6. Evidence of ability to analyse complex information that will then be delivered to a range of audiences.
7. Evidence of ability to influence others, including senior management.
8. Evidence of ability to present complex information to a range of audiences.
9. Excellent planning and analytical skills, with the ability to bring a creative and flexible approach to resolving problems.
10. Evidence of building and developing relationships with a wide range of internal and external stakeholders as evidenced by excellent interpersonal and communications skills.
11. Evidence of ability to work in a leadership role as part of a multi-disciplinary team at organisational level and to independently exercise initiative.
12. Commitment to values and policies of equality policies, especially within race equality, with credible track record of work that has made an impact in EDI contexts.
13. Capacity to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification.
2. Relevant experience of working in the Higher Education sector.
3. Relevant experience of developing EDI policies and projects at organisational level.
4. Relevant experience of developing and leading race equality initiatives.
5. Relevant experience of writing corporate plans and strategies.
6. Relevant experience of writing marketing proposals.
7. Experience in professional use of social media platforms.
8. Experience in website development and maintenance.
9. Demonstrable knowledge of race equality work in the Northern Ireland context.