# Candidate Information

**Position:** FOOD-I Project Manager
**School/Department:** Institute for Global Food Security
**Reference:** 22/110403
**Closing Date:** Monday 28 November 2022
**Salary:** £43,414 - £53,353 per annum
**Anticipated Interview Date:** Friday 12 December 2022
**Duration:** 1 year

## JOB PURPOSE:

Queen's University Belfast wishes to appoint a Food-I Project Manager to support the activities of the All-Island Food Initiative (FOOD-I) and the development of competitive large-scale research programmes in the area of sustainable and resilient food systems.

FOOD-I consolidates food systems expertise on the island of Ireland, bringing key academic, industry and government stakeholders together to realise a step-change in the sustainability, security, harmony and integrity of the food system on the island, with a view to ensuring healthy, safe, nutritious food. FOOD-I will build on the island of Ireland's international reputation as a quality food producer, ensuring consumer health and the economic viability and sustainability of national food systems.

In order to support the activities and scaling of the FOOD-I initiative, a Food-I Project Manager is needed to support the Steering Group and academic leadership at Queen's and UCD. The Project Manager will organise Steering Group and additional external stakeholder meetings, support the organisation of the FOOD-I Seminar Series, build context to underpin integrated proposals and support the development of funding applications, and provide post-award management support to researchers in FOOD-I. The immediate focus will be on coordinating the application for a new collaborative research centre+ on 'sustainable and resilient food systems' across the Island and UK (74M EU investment - DAERA, SFI, UKRI).

The Food-I Project Manager will work closely with the Steering Group and Queen's and UCD academic leadership, academic institutional partners, and other relevant stakeholders to ensure appropriate plans and activities are implemented and the timely delivery of the agreed programme of work.

## MAJOR DUTIES:

1. Contribute to the FOOD-I Steering Group and academic leadership at QUB and UCD by providing specialist project management and research expertise.
2. Develop and implement appropriately detailed project plans for the projects which fully encompasses the scope of the project/partnership, identifying key milestones, dependencies and resources required to ensure successful delivery.
3. Lead, monitor and drive progress of competitive FOOD-I research funding applications with a major initial focus on the new collaborative research centre on sustainable and resilient food systems call (74M EU, SFI/DAERA/UKRI).
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. Build relationships with Project Leads, internal contributors, and external partners to ensure effective communication and progress between meetings/visits etc.
7. Develop and manage a network of internal and external partners.

8. Drive close collaboration and synergies across the FOOD-I initiative by coordinating workshops, networking events and conferences.
9. Organise meetings and events with (internal and external) stakeholders and prepare associated documents and presentations.
10. Organise project meetings, focus groups and workshops to support various work stream activities.
11. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees and appropriate publications.
12. 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.
13. Organise, minute and coordinate follow-up at planning meetings.
14. Manage the FOOD-I website, social media platforms and project management platform (Basecamp).
15. Analyse and identify areas for improvement and development using tested processes and tools to manage and deliver results.
16. Develop and implement a communications strategy to ensure timely and effective information is provided to all stakeholders.
17. Provide practical day-to-day administrative support.

**ESSENTIAL CRITERIA:**
1. *A University Degree (Bachelor of Science) or equivalent.
2. *A minimum of 3 years relevant work experience in food science research and development to include:
   (i) Planning and delivering projects on time and within budget.
   (ii) Stakeholder/partner management and programme reporting.
3. *Experience of managing budgets and resources and an understanding of financial management procedures.
4. *Experience of managing events/workshops.
5. *Experience successfully managing funded projects in the area of food systems.
6. *Experience writing project reports/manuscripts in the agri-food-health sector.
7. Developing and implementing project management processes and procedures for a range of commercial or EU / government funded programmes.
8. Experience of supporting large collaborative/multi-institutional research projects.
9. A proven ability to successfully support large and complex projects from start to finish independently, ideally in a higher education context.
10. Proven track record of excellent project management, administrative, reporting and organisational experience and skills.
11. Experience carrying out administrative tasks associated with project initiatives (e.g., scheduling events, arranging meetings, note-taking, email communication, preparing social media content, drafting reports, diary management).
12. Experience in organising and managing grants and workshops.
13. Good administrative and interpersonal skills.
14. Excellent organisational and time management skills.
15. Experience in collaboration with scientists, researchers, funding agencies, government officials, and industry.
16. Evidence of self-motivation and a proven ability to work on one's own initiative and as a part of a team, coupled with an ability to prioritise a heavy workload and meet exacting deadlines.
17. Excellent IT skills (e.g. proficiency with MS Office, reporting/project management software, social media and web technologies).
18. Co-ordination and delivery of Claims, Reports and associated Audits to a variety of funding bodies or government agencies.
19. Experience of proposal writing and post-award research support.
20. Sufficient breadth and depth of understanding of academic environments to successfully engage colleagues in developing and managing income generating activities.
21. Team leadership skills, with the ability to communicate goals, and engage, motivate colleagues and achieve buy in to deliver common objectives.
22. Demonstrate an awareness of equality, diversity, and inclusion agenda.
23. Strong interpersonal and influencing skills with an ability to build and sustain collaborative working relationships with a diverse range of stakeholders.
24. Excellent oral and written communication skills, including the production of high-quality reports and documentation for senior management and external stakeholders.
25. Experience in preparing relevant case study materials for publication and presentation.
26. Ability to understand and communicate complex information clearly to a range of audiences.
27. Ability to build contacts and participate in internal and external networks.
28. Graphic/concept design experience.
29. Ability to assess, organise and prioritise resources.

30. Flexibility and capacity to work to deadlines.
31. Self-starter with excellent attention to detail who can take high-level direction, support the delivery of work that needs to be undertaken, and foster stakeholder engagement to ensure project success.
32. Access to transport or ability to meet the mobility requirements of the post.
33. Ability to meet the requirement to travel extensively and regularly within Ireland, UK and abroad.
34. Language Fluencies.

**DESIRABLE CRITERIA:**
1. Master of Science.
2. Higher Diploma (Advanced Technological Studies – Specialized in food science/engineering).
3. Strategic Management Course Completion.
4. Lean Six Sigma Green Belt.
5. Experience of working in a university research funding environment.
6. Experience in the successful procurement, management of private sector, philanthropic or government funded projects.
7. Experience in the effective use of project management software Basecamp.
8. Experience using social media platforms to promote and communicate information.