

Candidate Information

Position: Project Manager
School/Department: Consultancy and Technical Services
Reference: 23/111079
Closing Date: Monday 11 September 2023
Salary: £45,585 - £56,021 per annum
Anticipated Interview Date: Wednesday 25 September 2023

JOB PURPOSE:

To support the growth of the University's research and development activities through the provision of project management services across a range of programmes, and to ensure the successful delivery of such activities as part of the Research & Enterprise Directorate (R&E).

MAJOR DUTIES:

1. Responsible for developing and implementing appropriate project management processes and procedures for regional, national and international funded programmes being delivered through Faculties in association with the Research & Enterprise Directorate.
2. Provide high quality project management support and guidance to a number of different project teams on a concurrent basis to support staff to plan and implement projects in a systematic manner to ensure successful outcomes.
3. Liaise with individual academics and project teams to ensure that project resources are correctly specified for at the pre-award stage and efficiently utilised in the post-award stage to ensure the successful delivery of agreed project outcomes.
4. Develop and maintain processes to support project teams in recording project documentation and procedures including progress against milestones, deliverables and budgets.
5. Support Principal Investigators in managing appropriate information for reports and audits, including capturing, analysing, reporting of risk, and developing mitigation actions as required.
6. Be the primary point of contact in the support and management of the University's delivery of Invest NI's Innovation Vouchers and similar programmes.
7. Monitor potential funding opportunities via a range of electronic tendering sites; and provide initial advice and support in the submission of tender responses.
8. Develop a Project Management Framework that can be applied across a range of University projects for recording project outputs and achievements and to provide consistent best practice and guidance to help project teams to successfully deliver projects.
9. Foster, develop and enhance relationships with key stakeholders e.g. funding organisations, national / international academic and industrial partners.
10. Contribute to the R&E wider knowledge exchange activities through engagement and coordination with academic staff, companies and partner institutions.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. Honours Degree or equivalent.
2. Recognised Project Management qualification e.g. Prince 2.

3. In the absence of a qualification, significant relevant experience and expertise in the successful provision of project management services within a business or academic environment including:
 - Experience of working with Higher Education funding from Europe, RCUK or Government bodies.
 - Experience of developing and implementing project management processes and procedures for a range of commercial or EU / government funded programmes.
 - Co-ordination and delivery of Claims, Reports and associated Audits to a variety of funding bodies or government agencies.
 - Experience of successfully developing and cultivating partnerships and alliances.
4. Experience of networking and building relationships with a wide range of internal and external stakeholders, including industry and commerce, government departments and agencies and business and public bodies, to deliver, influence and impact organisational strategy.
5. Ability to manage and prioritise time in a dynamic environment.
6. Well-developed analytical skills and an ability to analyse complex information to inform decision making.
7. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
8. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
9. Good inter-personal skills & demonstrable intellectual ability.
10. Driving Licence.
11. Willingness to travel.

DESIRABLE CRITERIA:

1. Relevant post graduate qualification.
2. Substantial experience of working at a senior level in businesses or academia; and experience in the successful management of large scale government funded projects.
3. Experience in the use of electronic tender systems.
4. A working knowledge and experience within a university, a research environment or experience in a knowledge transfer environment.
5. Experience in preparing relevant case study materials for publication and presentation.