



Candidate Information

Position:	Project Manager
School/Department:	Centre for Public Health
Reference:	23/111519
Closing Date:	Monday 29 January 2024
Salary:	£46,497 - £49,317 per annum.
Anticipated Interview Date:	Friday 9 February 2024
Duration:	Fixed term until 31 March 2026

JOB PURPOSE:

The Project Manager will provide specialist project management expertise to ensure successful development and delivery of the Northern Ireland Administrative Data Research Centre (ADRC NI). This is one of four centres across the UK under the umbrella of Administrative Data Research UK (ADR UK), which serves to undertake high quality research based on administrative data that is of policy relevance. ADRC NI has a portfolio of 14 research projects led by individual academic PIs. The postholder will be based in the Centre for Public Health but will work between QUB and UU, and with colleagues from schools and directorates within QUB and be responsible for reporting back to the funder and the ADR UK Strategic Hub. The ADRC NI project manager will work closely with colleagues in the Northern Ireland Statistics and Research Agency (NISRA). The post holder will also support the development of the newly formed MRC DataMind consortium. This post is available up to March 2026 in the first instance.

MAJOR DUTIES:

1. Contribute to the continued success of the ADRC NI and DataMind by providing project management leadership.
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 against the project plan milestones to ensure delivery of key targets and objectives on time, within budget and of the standard/quality required.
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 Director.
6. 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.
7. Build relationships with Project Leads, internal contributors, and external partners to ensure effective communication and progress between meetings/visits etc. Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees and appropriate publications.
8. Manage the project budget, including monitoring, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams. Provide financial reports to Director or other committees/managers as required.
9. Assist in the recruitment of administration and other key members of the project teams.
10. Assist the leads of the working groups in their delivery of the key objectives for the project.
11. Service the governance structures for the projects and to prepare and present regular progress reports and committee papers to the relevant committee meetings.
12. Assist the Public Engagement Officer in ensuring an effective ADRC NI communication strategy.
13. Ensure the timely production of the reports on progress and metrics required by the funder.
14. Undertake any other project tasks associated with the development of ADRC NI and DataMind.

ESSENTIAL CRITERIA:

1. * A University Degree or equivalent. OR; Substantial relevant Project Management experience and a professional project management qualification at practitioner level.
2. * Substantial relevant experience that will demonstrate:
 - the ability to project manage a complex project from inception to completion.
 - Planning and delivering projects on time and within budget.
 - Stakeholder/partner management and programme reporting.
 - Leading multi-disciplinary teams and managing people.
 - Using formal project management techniques to deliver successful projects.
 - Evidence of managing, forecasting, re-profiling and controlling budgets and resources and an understanding of financial management procedures.
 - Evidence of good negotiation and influencing skills.
3. Ability to organise and direct self and others.
4. Logical and methodical approach to work; detail orientated.
5. Ability to be a productive member of a multi-disciplinary team.
6. Ability to bring a positive, creative and flexible approach to resolving problems.
7. Computer literate with knowledge of computer based databases systems.
8. Good oral and written communication skills, including the production of high quality reports and documentation for senior management and external stakeholders.
9. Evidence of writing reports, preparing and giving talks and presentations in a variety of contexts.
10. Ability to understand and present complex information to a range of audiences.
11. Team leadership skills, with the ability to communicate goals, and engage, motivate colleagues and achieve buy-in to deliver common objectives.
12. Willing to work flexibly to meet the requirements of the post.
13. A valid driving licence or be otherwise able to meet the mobility requirements of the job.

DESIRABLE CRITERIA:

1. * A professional project/programme management qualification at Practitioner level.
2. * Relevant working experience within a University setting.
3. * Experience of working with funding from UKRI or Government bodies.
4. * Experience of working with statutory agencies.
5. * Experience of producing standard operating procedures and or job specifications.
6. * Experience in the effective use of project management software.
7. * Evidence of being able to utilise databases/bespoke systems.