

Candidate Information

Position:	Co-Centre Manager - Climate+
School/Department:	School of Biological Sciences
Reference:	24/111666
Closing Date:	Monday 11 March 2024
Salary:	£46,497 per annum
Anticipated Interview Date:	Monday 25 March 2024
Duration:	Fixed term, available until 31 December 2029

JOB PURPOSE:

The Centre Manager for Climate+ will play a pivotal role in shaping and executing the strategic and operational objectives of the Climate+ Co-Centre - a tri-jurisdictional Co-Centre spanning Northern Ireland, Great Britain and the Republic of Ireland, funded by Science Foundation Ireland (SFI), UKRI and DAERA, and managed jointly by QUB and Trinity College Dublin. This role contributes to the development and delivery of the Co-Centre's strategic and operational objectives and the management of financial, human and physical resources, acting as a key point of contact for funding agencies with responsibility for monitoring and reporting on progress. The post holder will liaise with partners across the three jurisdictions and will play a key role in providing visionary leadership to the Centre's professional support team, acting as an interface with key stakeholders in business, civic groups, eNGOs, and Governmental Departments and Agencies. The post holder will deal with the complex interrelationships between climate adaptation and mitigation, biodiversity loss, and water quality declines and the co-benefits that arise by addressing these together. Reporting to the Co-Directors and the Executive Director, the Co-Centre Manager will be a key member of the Centre's Senior Management Team, and other relevant internal and external committees and working groups and will lead on the management and implementation of projects or special initiatives arising from the Co-Centre's integrated research and business plans, in line with School/Faculty plans and QUB Strategy 2030.

MAJOR DUTIES:

1. Work with the Executive Director in the formulation, development, and dynamic implementation of the Climate+ overarching strategy, encompassing sustainability and climate action initiatives. Leverage extensive sectoral experience and established government, civic or industry relationships, to advise on the development of Co-Centre strategies, plans, policies, and procedures.
2. Manage all aspects of the administration of the Co-Centre's research and training programme as well as any other programmes developed or delivered by the Co-Centre following partner University and funder requirements. This involves overseeing the administrative management of key areas including recruitment, enrolment; registration and induction; curriculum development and delivery; timetabling; and assessment as well as managing the establishment and implementation of robust systems of quality assurance to meet the requirements of partner Universities.
3. Liaise with cognate School's Postgraduate Offices and relevant Doctoral Training Partnerships and Centres regarding the recruitment of postgraduate studentships. Ensure appropriate systems are in place for the administration and supervision of Co-Centre-based training of postgraduate students and that this integrates with the central provision of training on offer in the climate, biodiversity, and water domains. Manage expenditure relating to relevant research training and support grants, reporting as required to the School Postgraduate Offices.
4. Act as a key interface between the Climate+ partners in each funder jurisdiction (i.e. RoI, NI and GB), and develop and maintain excellent relationships with the other Co-Centre partners. Liaise with stakeholders in supporting the critical partnerships that underpin working groups formed in Cross Cutting Areas of Data Analysis and Synthesis and the Rapid Policy Response Unit that are key areas of the Co-Centre, ensuring appropriate resources and systems are in place for the formation and hosting of working groups.
5. Advise and support the Co-Director in the development of short, medium and long-term financial planning and in the allocation, profiling and management of the Co-Centre's financial resources (in line with University financial procedures.) Provide detailed financial and analytical reports on the Co-Centre's financial position to Co-Centre Executive Board and funders, ensuring that all reporting and financial requirements are met to the required standard and on time.

6. Lead and direct the recruitment, management and development of QUB Co-Centre's Operations team to meet Co-Centre, University and School objectives. Manage the Operations team to ensure the responsiveness of the team to the needs of Co-Centre partners across jurisdictions. Assist the Co-Director in the recruitment of all staff, including academic and research staff and review staffing needs of the Co-Centre to meet short-, medium-, and long-term objectives. Implement University policies on staff Personal Development Review (PDR), progression, reward, discipline/conduct, absence monitoring, agile working etc. Follow QUB policies and procedures to manage the recruitment, contractual and governance requirements of the engagement of external researchers or research assistants (extended workforce) as well as the nomination and appointment of honorary/visiting titles.
7. Assist the Co-Director in the management of the Co-Centre's buildings and physical resources, and lead on the identification of requirements and management/deployment of the Co-Centre's accommodation, equipment, computing and IT infrastructure.
8. Establish, implement, manage, and supervise efficient and cost-effective administrative, IT systems and procedures to meet organisational and funder objectives. Work with relevant colleagues to ensure management information systems provide accurate, relevant and fit for purpose information/statistics to assist the Co-Director and the Co-Centre's Executive Management Board to inform decision making.
9. Develop a framework that can be applied across Co-Centre Platforms, Spokes and Cross Cutting Areas to consistently record project outputs, progress against milestones and deliverables and budget in line with the funder's requirements, establishing processes that will allow for the timely and accurate reporting against plan of all aspects of Co-Centre programme to the funder.
10. Provide high quality reports on the Co-Centre's performance at regular intervals, reporting on progress on delivery of objectives, goals and KPIs in accordance with the terms and conditions of the funding grant, as well supporting the Co-Directors in the capturing, analysing and reporting of risk, and developing mitigation actions as required.
11. Advise on and manage the impact of changes on programme delivery and resources, particularly those arising from industry partner participation, progress review, and changes in the policy and funding environment which impact the partner organisations involved in the Co-Centre. Manage any requests for change within the terms and conditions of the funding grant as required.
12. Manage the provision of a professional secretariat service for the Co-Centre's committees, advisory boards, and working groups and assist the Co-Directors in the establishment of appropriate committees and reporting structures to meet the schedule of business of the Co-Centre, ensuring representation of partner institutions and relevant industry, government, and voluntary sector stakeholders. Represent the Co-Centre and participate in/chair appropriate internal and external committees and working groups with delegated authority as appropriate.
13. Assist the Co-Director with regard to all aspects of governance relating to business continuity and emergency planning, risk management, safeguarding, health and safety management, and lead on Information Compliance requirements and Data Protection/Security and Records Management for the Co-Centre in line with University and funder policies and procedures.
14. Responsibility and oversight of the data management of approved datasets for research use, including the data curation, data accessibility and reporting of data metrics across the Co-Centre partnership.
15. Responsible for ensuring effective internal and external communications within the Co-Centre and relationship management of stakeholders. The postholder will be expected to collaborate and negotiate with Co-Centre partners, senior colleagues in Business, the eNGO sector, and funders including the Department of Agriculture Environment and Rural Affairs (DAERA), SFI, UKRI, NERC, ScotGov, and Defra, as well as other stakeholders, including international partners.
16. Raise the profile of the Co-Centre both nationally and internationally and implement strategies in order to meet these objectives through appropriate marketing, publications, and publicity material, liaising with relevant Co-Centre and institutional colleagues. Co-ordinate relevant Co-Centre events such as open days, conferences, seminars, debates and exhibitions and oversee the work of the Communications Officer to ensure the Co-Centre's website and social media activities deliver a compelling user experience for key audiences and supports the Co-Centre's activities, objectives and strategic priorities.
17. Demonstrate commitment to equality, diversity and inclusion through continuous development and modelling of inclusive behaviours.
18. The duties of the post outlined above are not exhaustive and the post holder is expected to be cooperative and flexible, undertaking such other duties as may from time to time be reasonably expected of a member of managerial staff in the University with a coordinating role across multiple external institutions and stakeholders. These duties are subject to review in line with the changing requirements of the Co-Centre and with the development needs of the post holder as identified through regular Personal Development Review.

ESSENTIAL CRITERIA:

1. A primary degree in a relevant subject PLUS at least four years' recent and relevant experience in a senior administrative or management role with a track record in the management of resources to include relevant experience of:
 - leading and managing productive team(s)
 - evidence of managing, forecasting, re-profiling and controlling budgets and resources and an understanding of financial management procedures.
 - planning and delivering projects on time and within budget.
 - experience of successfully developing and cultivating partnerships.
 OR; Substantial recent and relevant experience in a directly relevant role in higher education or the climate and sustainability sectors with demonstrable project management experience.
2. Demonstrated experience as a successful and effective decision maker capable of following through objectives in complex and challenging situations.
3. A track record of workshop organisation and delivery, with clear evidence of chairing meetings.
4. Planning and project management skills in order to be able to manage a varied workload (both own and that of a team) as well as a number of projects/initiatives simultaneously and to balance competing pressures, deadlines and demands.
5. Proven analytical and organisational capability across a range of management functions.
6. Excellent IT skills, including confident and proficient use of the Microsoft Office suite.
7. Excellent communication and interpersonal skills in order to establish effective working relationships internally and externally.
8. Strong negotiation skills with the ability to work with and influence senior management and stakeholders.
9. Committed to collaborative team working with ability to work effectively with staff and students within the University, and with a wide range of external stakeholders.
10. Self-motivated and pro-active with the ability to motivate and gain support from colleagues.
11. Able to lead, develop, mentor, train and supervise others.
12. Committed to delivery of high professional standards.
13. Capable of maintaining a high degree of confidentiality.
14. Able to deliver results against tight deadlines.
15. Given the leadership requirements of the post, the appointee may be required to work irregular hours on occasion to meet objectives.
16. Given the distributed nature of the Climate+ Co-Centre the appointee will be required to travel to partner organisations in the RoI and GB on occasion to meet with project partners.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification.
2. A professional project/programme management (eg. PRINCE2) qualification at Practitioner level.
3. Experience of progressing work through Committees, including producing reports and briefings.
4. Demonstrated experience in managing a significant change project.
5. Knowledge and understanding of the management of research delivery within the higher education sector and of the key challenges in this regard.
6. Experience in a senior administrative or management role with a focus on sustainability, climate action, biodiversity, water quality programmes or related fields.