



Candidate Information

Position:	Project Manager (0.5FTE)
School/Department:	School of Biological Sciences
Reference:	24/111809
Closing Date:	Monday 13 May 2024
Salary:	£37,841 - £38,969 per annum pro rata. Actual salary for 0.5 FTE is £18,920.350 to £19,484.50
Anticipated Interview Date:	Thursday 23 May 2024
Duration:	Fixed term available for 2 years or 30 April 2026, whichever is sooner

JOB PURPOSE:

The Centre for Agri-Food Microbiomics (CEAM) is partially funded by the Centre of Innovation and Excellence in Livestock and is led by Queen's University Belfast (QUB), with participation from many academic institutions across the UK. CEAM has been set up to enable industry to address key research questions using state of the art 'omic technologies, which are often prohibitively expensive and labour-intensive. CEAM allows access to these technologies in a cost-effective manner, in a 'one-stop shop' which will house the UK expertise in Agri-Food Microbiomics allowing access to a range of expertise across monogastric and ruminant animals. Participation of experts in Agri-Food Microbiomics across the UK is unique, allowing CEAM to be a 'one stop shop' for industry to access a wide range of expertise and technologies to move their business forward.

Reporting to the CEAM director and the UK expert advisory board, the Project Manager is responsible for establishing and monitoring strategic relationships with industry with the focus of enhancing engagement with CEAM and ensuring timely delivery on projects for the stakeholders.

MAJOR DUTIES:

1. To provide specialist project management expertise, working with leading researchers to deliver industry-relevant, sustainable outcomes. This will involve working with the director of CEAM and partners to identify and develop project plans and manage specialist issues such as contracting, deliverables, IP and project communications.
2. To enhance local and international industry strategic collaboration via CEAM in line with the key performance indicators.
3. To communicate verbally and via emails to industry stakeholders in a professional and timely manner.
4. To guide timely and appropriate contracting via the QUB contracting team.
5. To 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.
6. Co-ordinate, plan, minute and monitor progress against action plans agreed at each stage.
7. Ensure the timely production of financial reports and to serve as the point of contact for the projects coming through.
8. To prepare and present regular progress reports and committee papers.
9. To develop and maintain strategically important relationships with key stakeholders from across the Agri-Food Sector working closely with those stakeholders to develop strategies for collaborative research, using a depth of discipline-related knowledge and expertise.
10. To develop relationships / interact with local and national agri-food businesses to enhance exports through innovation including but not limited to identification of opportunities for local Agri-Food businesses to participate with QUB and AFBI in future projects.
11. To represent CEAM on external forums and develop the reputation, regionally, UK-wide and internationally.
12. To provide support to researchers within CEAM and external colleagues with project planning and development.
13. To develop and maintain an awareness of the needs of SMEs within the Agri-food Sector, seeking to identify common business needs and solutions through collaborative research, specialist support and/ or CPD opportunities.

ESSENTIAL CRITERIA:

1. An honours degree, HND, NVQ 4 in a relevant subject area e.g. Biological Sciences, Food Science, Business Administration.
2. At least 3 years recent relevant project management experience within the Agri-Food Sector.
3. Experience of working within a research environment.
4. Experience of building and managing relationships in a collaborative context with a range of internal/external stakeholders.
5. Evidence of strong interpersonal and networking skills with ability to relate to and influence internal and external stakeholders.
6. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision making.
7. Excellent written and oral communication skills as well as an ability to influence at all levels.
8. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional project management qualification.
2. Evidence of large-scale project planning and management.
3. Practical experience of compiling grant/ contract bids and the processes involved.
4. Demonstrable evidence of experience and expertise in Financial Management.
5. Demonstrable knowledge of current and potential developments related to all aspects of university research and the funding of research in a University.
6. Evidence of managing events/ workshops.