

Candidate Information

Position:	Head of Project Delivery
School/Department:	Belfast Region City Deal
Reference:	24/111943
Closing Date:	Monday 24 June 2024
Salary:	£58,850 - £72,335 per annum
Anticipated Interview Date:	Thursday 4 July 2024
Duration:	This post is available on a fixed term contract for 12 months, or available until 31 July 2025, whichever is sooner.

JOB PURPOSE:

The Belfast Region City Deal (BRCD) is a £1bn investment by the UK Government and NI Executive aimed at stimulating long-term economic growth. As part of this growth package Queen's is leading the establishment of three major R&D projects ranging from £50m to £100m in scale.

The Head of Project Delivery will play a pivotal role in delivering this strategic vision for Queen's University Belfast. Reporting to the M1.0 Executive Director and Deputy Director Strategic Programmes within a dynamic, matrixed Programme Delivery Team the primary focus of the Head of Project Delivery is to develop and manage multiple-work streams of activity in particular the Full Business Case for Momentum One Zero, oversee project resources and mitigate risks and issues with the support of the BRCD Programme Office.

This will require working closely with a range of partners from industry, academia, all levels of government and community sectors.

MAJOR DUTIES:

1. To lead the day-to-day coordination of all operational aspects involved in the establishment of an innovation centre, including the development and planning for delivery of operating model and business plan.
2. To oversee major, complex project work-stream activities, including overseeing the development of a Full Business Case, integration of capital build activities with business development, identification of opportunities and management of partnerships.
3. To work closely with senior leadership to align Momentum One Zero with the strategic research, innovation and skills priorities of the University.
4. To develop and lead complex multi-stakeholder engagement strategies both internally and externally, as key point of contact and subject matter expert on Momentum One Zero, overseeing strategic engagement building strong internal and external commitment to planned developments.
5. To oversee project level governance arrangements, including Project Board, Academic Steering Group and Industry Advisory Board, ensuring that key decisions are anticipated, identified and transparently resolved/ escalated as appropriate.
6. To lead the development and monitoring of project delivery ensuring that major milestones, risks and issues are proactively identified, managed and delivered and building linkages across BRCD innovation projects.
7. To advise senior University senior leadership and report to key internal and external committees on major strategic issues or opportunities arising from BRCD activities.
8. To deputise for the Executive Director as required, making decisions on day-to-day project level direction.

ESSENTIAL CRITERIA:

1. Undergraduate qualification in a relevant area (e.g. health & life science / physical sciences / technology).
2. Significant senior management experience within a relevant research and innovation environment.
3. Recent relevant experience leading a complex and large scale project (£1m+) including managing people, finances and programme of work.

4. Strong track record of working successfully with multiple stakeholders to deliver project level outcomes, demonstrating strong influencing and coalition-building skills.
5. Evidence of strategic stakeholder management and sustained partnership building activities, including government, academia and business.
6. Demonstrable commitment to the purpose and objectives of M1.0, Queen's Strategy 2030 and the Belfast Region City Deal.
7. Ability to communicate clearly and concisely to senior leaders within a complex organisation.
8. Knowledge of the current regional and national research and innovation policy and funding environment.
9. Willing to travel regularly within Northern Ireland, less frequently UK, ROI or international.

DESIRABLE CRITERIA:

1. Postgraduate qualification in a relevant area.
2. Project Management qualification.
3. Experience developing business cases using the five case model.
4. Significant experience of securing investment / funding for collaborative research, innovation or skills projects.
5. Clear, demonstrable experience of research commercialisation processes.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Ciaran Prunty: c.prunty@qub.ac.uk